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ABSTRACT

In response to a desire for an additional, low-cost program of faculty and staff development, Buffalo State College has developed a series of workshop/seminar sessions presented during the break between the fall and spring semesters. Called Winterim, the program offers sessions on a wide variety of academic, professional, and instructional topics to address the needs and interests of faculty, administrators and other staff. The use of volunteer presenters is considered to be one of the reasons for the program's success. The handling of logistics, registration and development of session topics is described. The program has been in operation for 4 years and has received consistently positive evaluations from participants. The brochure, flyers, final report and evaluation form for each Winterim program from 1987 through 1989 are appended. (KM)

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WINTERIM

BUFFALO STATE COLLEGE

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Buffalo State College
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716/878-4328
February 1989

HE 022 610

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AASCU/ERIC Model Programs Inventory Project

The AASCU/ERIC Model Programs Inventory is a two-year project seeking to establish and test a model system for collecting and disseminating information on model programs at AASCU-member institutions--375 of the public four-year colleges and universities in the United States.

The four objectives of the project are:

- To increase the information on model programs available to all institutions through the ERIC system
- To encourage the use of the ERIC system by AASCU institutions
- To improve AASCU's ability to know about, and share information on, activities at member institutions, and
- To test a model for collaboration with ERIC that other national organizations might adopt.

The AASCU/ERIC Model Programs Inventory Project is funded with a grant from the Fund for the Improvement of Postsecondary Education to the American Association of State Colleges and Universities, in collaboration with the ERIC Clearinghouse on Higher Education at The George Washington University.

ABSTRACT

In response to a desire for an additional, low cost program of faculty and staff development, Buffalo State College has developed a series of workshop/seminar sessions presented during the break between semesters. The program is called Winterim and offers sessions to address needs and interests of faculty, administrators and other staff. The program features volunteer presenters of wide variety of topics ranging from retraining to "just for fun" items. Winterim has been running for four years continuing to receive accolades from all who are involved. It is a time of learning and enjoyment of friends old and new.

INTRODUCTION

The following discussion of Winterim will demonstrate how the program has been developed over the past four years at Buffalo State College. While it may be unusual to run workshops between semesters for campus personnel, it is not unique. The uniqueness of the program comes in its range of offerings and the spirit of cooperation among so many diverse groups on the campus. The program structure allows it to be equally successful in times of budget crises as well as in times of plenty.

Beyond the discussion there are included descriptive brochures, evaluation forms and evaluative reports. Any campus could read the material and duplicate the program. It is not a complicated procedure but does take an office and a person who cares about people and details to make it work.

BACKGROUND

In the early 1980's a college wide task force was established to assess the needs of faculty at the Buffalo State College campus. A high percentage of the faculty had been in place for ten to fifteen years, and an assumption had been made that many needed some encouragement from the administration to engage in activities that would keep the campus current and vital. A comprehensive survey form was used to have faculty input into what they saw as needs for their own personal and professional development.

Analysis of that assessment revealed that there were many needs to be addressed for faculty ranging from retraining to revitalizing. There were new technologies to learn and how to apply them to the classroom and to their research. They needed to learn how to deal with the vast information explosion and how to understand the changes in curricular directions and interrelationships brought about by a considerably different student population than they had initially learned to teach. Among all the areas of need for professional deevelopment there was also the concern for dealing with the changes that had occurred on the campus in coming from a teacher training institution to a comprehensive institution. The changes in organization, structure and campus politics required an ongoing concern for community building activities that were all part of the effort of faculty development.

Buffalo State College took a step that many campuses have neglected to take in their approach to development efforts. An assumption was made that if these were the needs of the faculty on the campus, administrators and staff must also have needs, many of which might overlap. If the institution were really a community, then all the participants were part of that association and deserved consideration in any effort to strengthen the unit. With all that in mind the task force called for the formation of what has become known as the Faculty and Staff Development Advisory Council. It reports directly to the president of the college and is quite independent and autonomous compared to other kinds of councils and committees on the campus. Working with that Council is a Coordinator of Faculty and Staff Development whose role is to assist the committees and the Council with whatever projects they initiate.

The charge to the Council has been to address the needs expressed through the survey. In order to do that in an effective way, the Council has been structured to have representation from as many different kinds of units as possible. Therefore, the Council has a mixture of faculty, student affairs personnel, secretaries, custodial and security people, librarians and other professional employees. Each of the Council members assumes responsibility as a chair person for a committee that will address some need of the group they represent. That committee is selected by the Chair from others from the campus they deem appropriate with one exception. Other Council members may not serve on those committees chaired by another Council member. The Council, thus, has become an octopus reaching across the campus to invest many employees with the responsibility for campus welfare. The approach has been very successful for Buffalo State College. The two major reasons are similar to the reasons any campus activities prosper. The committees are energy rich and energy generating and have very strong support from the campus administration. Some people think that programs turn on dollars. While it would be nice to have large pools of money on occasion, the a major key for success has been the energy and support.

The Council began with particular support from the Academic Affairs Office, and many of the traditional kinds of projects were undertaken. Those were usually in the form of computer, writing or teaching seminars. There were also the internships, campus grants programs, sabbatical and other leave programs all of which are important in development programs. It did not take long to discover that the college had embarked on a broad program of development and was spending a considerable amount of money. It also became clear that there was a relatively small percentage of the campus personnel that had a direct benefit of the programs. With that in mind, the Office of Academic Affairs began to explore ways that a more comprehensive and generally attractive program could be instituted; a program that would be responsive to all of the various facets of the campus.

That was the motivation and foundation for the initiation of Winterim, a program with broad appeal presented at a time of the year when the time pressures on a majority of the personnel is not as great as it is other times. It happens between semesters, in the first two weeks of January just prior to the beginning of the spring semester.

DESCRIPTION OF THE PROGRAM

Winterim has been in operation for four years. It was and has continued to be run out of an Office of Faculty and Staff Development. That office is not the typical development office found on most campuses. It houses a variety of programs, most of which are student oriented. That office has become a development office because the Coordinator of Faculty and Staff Development also directs those student programs. Primary responsibility for development programs rests with the Faculty and Staff Development Advisory Council, and the Coordinator of Faculty and Staff Development provides assistance to the Council.

TIMING IS IMPORTANT

When the Winterim program was first conceived by the Office of Academic Affairs, a part of the planning was the determination of the best time to present the program. At Buffalo State College traditionally there has been a break between semesters of nearly four weeks. While there are some offices such as the registration office and the Orientation office that are busy, the faculty and students are off campus. It is time with considerably less pressure on personnel than when classes are in session. Of course, there were other times like that such as the time preceding summer sessions and the Easter break. However, it seemed more reasonable to try the semester break because of the length of time available for programming and the fact that most people think of spring and summer for extended vacations. There are some people who travel during the holidays, but most of those are gone only during the first couple of weeks. It is also a time when people are thinking of some change in their routine and looking for stimulating activities. With four Winterim programs completed, it appears to have been a wise choice; the period between semesters is by far the preferred time for campus personnel to engage in development activities.

Winterim may best be described as a conference. In managing it, the Office of Faculty and Staff Development acts as the meeting planner, the catering office, the public affairs and publicity office and the office administering the program. All aspects of Winterim are centered in that office and are the responsibility of the staff of that office. While it is a time consuming and busy period of activity, having control of all the detail helps to make it run smoothly and maintain integrity of the program throughout its operation.

VOLUNTEERISM A KEY TO SUCCESS

After the first year of Winterim, the campus wrestled with the practice and policy of compensation for those people who serve as presenters of sessions. There were some who felt that presenters should be paid because this was using faculty and other campus personnel beyond the responsibilities spelled out in their union contracts and beyond the normal expectations for their jobs. Others contended that no one was obligated to participate as a presenter, and they could volunteer to serve just as they would in the community in a scouting , church or other civic group. The supporters of a volunteer effort won the day, and it is the volunteer aspect of the program that has allowed it to continue through both good and bad budget years. It also is the thread that has made it a time of enjoyment as well as learning. There is no competition for money, no pettiness about getting more money because there are more participants in one session versus another or one session runs for three days while another goes for only one afternoon. Some felt no one would present without compensation, but the fact is that in the most recent Winterim there were more volunteer presenters than could be accommodated in the time allotted for the program. The spirit of volunteerism may be the real key to the success of the program.

In the first year of Winterim there were three series of workshops that were to form the basis for the program. There were a broad based computer workshop, a workshop to assist faculty with incorporating more writing in their classes and one to help faculty integrate more basic math in their courses. The college had some minor grant money remaining from a New York State grant to address those areas during the previous year and felt there was still interest among faculty in the upgrading of those skills. Other sessions that were offered during that year included physical fitness, grant writing, publishing, and audio visual aids to instruction. There were fifteen sessions that attracted 142 people. The evaluations were surprisingly good. It had certainly helped to begin small and to be concerned for quality programming. It had been assumed that participants would be pleased with all of the new learning, and that proved to be true. What had not been expected were the large number of responses from people who appreciated most the opportunity to meet together with people who had common interests but with whom they seldom, if ever, crossed paths in the normal routine of campus life. During Winterim they met each other both in the sessions and around the coffee pot. The evaluations also gave a clear mandate to repeat Winterim next year.

KEEP IT SIMPLE, BUT CARE FOR THE DETAILS

To publicize the program to be offered, a rather homespun brochure was developed. It described the sessions to be offered and provided a form by which to register for those sessions. There was a deliberate attempt to convey the idea that the program was a serious development project, but it would be an enjoyable experience. There was liberal use of clip art and cartoon figures to provide visual interest in the brochure. The brochure was done with simple word processing and photocopied to bright yellow stock. The cover page had clip art pictures with hand done calligraphy for titles. The inside of the front cover gave acknowledgements and stated that this was indeed a faculty and staff development project, one of many being done on the campus. The inside of the back cover was the registration form that was to be returned to the Office of Faculty and Staff Development. The homespun look has continued as has the bright yellow paper. About late October it is common to have someone call and ask when that yellow brochure is coming out. The identity is there, and each year the brochure and flier will be yellow. There is also a cartoon character that always pops up somewhere in the brochure. Those little things make the program enjoyable for everyone.

In the first year it was surprising how many details needed tending. One of the greatest unknowns was who would be interested in which sessions. Which sessions would be best done concurrently so as to provide participants with the opportunity to participate in as many sessions as they had interest. How do you predict the numbers for the sessions and thus arrange for appropriately sized rooms? That becomes easier with experience, but it was a problem during the first year and continues to be a nagging concern. As registrations came in, it did become necessary to make some room changes. Part of the scheduling problem was in trying to keep as many sessions in the same building as possible. A decision had been made for a couple of the vice presidents to provide money for limited refreshments. It was hoped that refreshments would help to create a pleasant and relaxed atmosphere, but the more setups there are the more costly refreshments become. Keeping as many sessions as possible in the same building and having all sessions take a break at the same time stimulates the interaction and informality that has become an important part of Winterim.

Then there is the problem of coordinating all the audio visual equipment that may be needed. All of the presenters are surveyed for their audio visual needs. The office then makes all the arrangements for the requested equipment. Buffalo State frequently depends on work study students and other student help for such tasks as transporting audio visual equipment. Therefore, having equipment was never the problem, but with students off the campus, distributing the equipment has been a problem. Each day every room and all the equipment was checked to make sure there would be no hassles for the presenters. It is imperative that everything be run efficiently. Hassles must be anticipated and prevented, or they will detract from the effectiveness of the program.

USE REGISTRATION TO PROVIDE DATA

Receiving registrations must be like a salesman taking orders. It is one of the points at which there is a reward for the effort. At least someone has a need that may be fulfilled by the program, or perhaps someone has bit on your sales pitch. Whichever is the reason for the registration, it now becomes necessary to decide what has to be done with the registrations. Without registration, it would be difficult to know if the rooms were appropriate or the food was sufficient. Having a computer and a user friendly data management program such as PC-File is a great asset. There seem to be an endless number of ways it is necessary to present information. What is needed for a presenter is considerably different from what the caterers need which is still different from what is needed by the room reservation and AV people. After the program is done, those figures on the computer form the base for reports that "everyone" needs.

It became necessary to confirm registrations. The computer sessions filled up quickly and people had to be told they could or could not be accommodated. To avoid confusion in the other sessions all registrants received confirmation of the sessions they requested. That can be done in a variety of ways looking always to be efficient in the use of time. At Buffalo State there were the Coordinator of Faculty and Staff Development, a half time faculty or administrative intern and a secretary to make Winterim work. However, with no released time for the project it became a juggling act to keep track of all the little details. It would help if at least one person could concentrate on the project with no other responsibilities during the more demanding periods. Even after four times through Winterim and initial planning several months in advance and schedules in hand, there are periods when the work cries out for someone to devote their total effort into it. It would be easier in an office dedicated exclusively to faculty and staff development than it is when many of the programs are designed for students.

The data included in the registration form includes name, address, telephone, department, title, bargaining unit, sessions requested, alternate sections if original requests are filled. After the first Winterim, the program has been open to family members of the Buffalo State faculty and staff and to faculty and staff of the other colleges and universities in the Western New York area. Opening the program beyond he doors of the college has been seen as a good public relations tool. There are relatively few who take advantage of the opportunity, but the other campuses appreciate the good will gesture. After the second Winterim, the program has also been open to students. Because it is a vacation time for students and many have left the area, there are not many student participants, but they are welcome.

As registrations are recorded, there are periodic reports sent to the presenters informing them of who is registering, their departments and titles and their telephone numbers. Some of the presenters have wanted to contact their participants to explore their backgrounds or to give them some direction prior to meeting in the session. Reports are also sent to the food handlers. All the food thus far has been prepared and set up by the campus food service. Their service has been excellent as has their cost. During the last Winterim program a figure of $1.25/person was used to estimate the cost of refreshments. To keep an accurate record of registrations and how much and where the food set ups should be, a spread sheet program was devised using PC-Calc. With that program it was possible to list the registration numbers for each sessions and the program would calculate how many people would have to be served in each location where refreshments would be served.

KEEP 'EM HAPPY - FEED THEM

Free food always seems to make people happy. In the case of Winterim, it also makes a statement; the administration cares. Here in Buffalo they do and are willing to spend a little money to show it. The refreshments have been kept simple with the usual muffins, bagels, donuts, danish, fruit, coffee, tea, chocolate and juice. Nothing has been fancy or unusual , but it has always been fresh and tasty and available. It is over a cup of coffee and a bagel that the informal discussion has frequently occurred. Sometimes it has been the ordinary small talk and at other times it has been a conversation about campus matters, but always there is the conversation. It isn't always easy to find money for the food. Charges to the participants have been avoided by seeking money from the president and vice presidents whose staffs profit by the program. Money in the form of grants have also come from a campus group that handles campus concessions, the Faculty-Student Association. They have provided as much as $1000 to cover the cost of food and materials. Administrative support has been available when grant money has not.

Prior to the beginning of the sessions, all of the session sites are visited to learn of their condition and to see their specific location. Since Winterim occurs at a time when most of the rooms would normally be locked, a written request is made to Security to make sure that the necessary building entrances and session rooms are unlocked by the proper time. A similar notice is sent to our maintenance and custodial officials to ensure that the rooms are heated, space has been cleaned and, if necessary snow removed from the immediate walk ways.

Each morning of programming just before the beginning of the sessions, staff from the Office of Faculty and Staff Development visit each of the rooms to make sure they are open, cleaned and the session leader has appeared. The session leader is given a current roster of registrants and enough evaluation forms for the number attending the sessions. The leader is reminded to distribute the evaluation forms which will be returned directly to the Development office and notified of the appropriate time to take a break for refreshments and where those refreshments will be located. While that may seem like a lot of busy work it is good public relations and eliminates many potential hassles.

There are always some people who want to get into sessions at the last minute and those who can not attend for various reasons. When cancellations occur in over subscribed sessions, attempts are made to have those positions filled with someone on a waiting list. Usually it is no problem to add participants except when there are limitations of equipment such as computers. WHen a session is significantly over subscribed, alternate sessions are arranged. Those are not necessarily done during the Winterim period but may be done weeks later at a time convenient for the leader and a logical time for the college personnel.

BIGGER AND BETTER ....BUT NOT TOO BIG

In each of its four years Winterim has increased the number of sessions and the number of registrants. The development of a program begins with an evaluation of the previous program. Each of the participants and session leaders are asked to complete evaluation forms that provide information on the sessions, the presentation and the presenters. It is important to know what was successful each year and what was not along with hearing what kind of sessions the participants would like to have repeated in the following year,what new sessions should be added and who might like to become a presenter. The evaluations are carefully read and tabulated for reporting purposes.

As the program has grown, a committee structure has been formed to assist in some of the initial stages of development of the program. The committee members represent different parts of the college community. For Winterim IV the committee members were assigned different areas in which to put together a series of sessions. The areas included computers, instructional development, health, professional development, personal development and just for fun. The committee met several times during the spring semester to go over the evaluations and reports and to decide on a "decorator" theme for the next year. The theme is used loosely to provide some direction for decorating the brochure and to put some "spice" into the writing of promotion materials. There was no theme in the first year, but the second year had a safari theme followed by performing arts and vacation cruises. When the general directions were mapped, the committee members were each assigned to a specific area and told to decide on a series of sessions to develop that area. After those were reviewed by the committee, the members search for appropriate people to develop sessions. There was a considerable amount of negotiation and revision as the sessions and the whole area were developed. It was a good process and a strong program was the result.

In the first year, the Development Office staff decided what kinds of sessions would be offered and sought campus personnel to run those sessions. In the next two years, the same approach was taken but a general call for offerings was also made through the College Bulletin, the normal vehicle for cross campus communication. Once an agreement was made to have a session, the leader was asked to write a brief statement describing the session. From that statement, the Development Office staff would extract enough information to arrive at the descriptions used in the brochure. For the third year of Winterim, a proposal form was used in which the person was to present an idea in a standardized format. Having a consistent format saved the Development Office a considerable amount of time in the writing of the descriptions for the brochure.

With a committee in place there was another change in that approach. First, there was no general call for proposals. The process described previously was used to develop the various areas of interest. Once a committee member talked to someone about presenting a topic, the person was sent a proposal form to complete and return to the committee member. In the proposal form, the presenter was asked to write a description that would be appropriate for the brochure. The committee member was then to rewrite the brochure copy, if necessary, to make it readable and clear. The copy was then given to the Office of Special

Programs where it was also reviewed and put into a more consistent style and to use verbiage, where possible, that reflected the theme.

The office 'got smart' this year. After writing the descriptions and selecting the clip art, the instructional resources people were called in to put the brochure into camera ready form. That saved time for the office and marshalled qualified troops to do the job for which they were much better qualified than our office. It is helpful to be able to use those people who have the experience and expertise on the campus. The job is done better and there are more people across the campus involved in the development effort. It builds community and pride.

It is our feeling that our Winterim program has grown about as much as we want. It has a good and varied selection of offerings and runs rather smoothly. That does not mean we will not make changes. There must always be the search to improve, to innovate and to keep the experience fresh and stimulating. Each year campus offices look to Winterim to offer a session that is of concern to them and the faculty and staff look forward with anticipation to what may be coming in the next version. We don't want ours to become to slick. It now has some personality, and it is fun to produce.

WHERE TO FROM HERE

We will continue to listen to the voices of the participants and fill their needs as we perceive them. We will also try to accomplish other things within the current framework. We would like to include more that might be attractive for our students. We have also been inviting faculty and staff from neighboring colleges and universities knowing that few will take advantage of the offer. However, it has been good for public relations and profitable for those who have made the effort to attend. Our framework has been established. We know much of what works and what doesn't work. There is freedom to explore new ventures and approaches. This year we had 21 people who wanted to learn about ice fishing as taught by one of our public safety officers. Can you imagine what we might do next year. Just another challenge for the committee.

RESULTS

There has been no formal evaluation of Winterim programs. Our success has been measured by an informal evaluation form asking participants and presenters to rate their experiences. They have also been given the opportunity to make comments on individual sessions and the overall program. How do we rate? So far the concept and the vast majority of the sessions have been glowing successes. There have been many repeated sessions at the request of participants and overwhelming support for the continuance of the program. (See the evaluation reports attached)

CONCLUSIONS AND RECOMMENDATIONS

For Buffalo State College Winterim has been very successful based on the increased numbers of participants and the positive evaluation reports. It is the type of program that can be run anywhere. It does require a spirit of cooperation among the various factions on campus. If attempted, it should begin rather small and allowed to develop with the needs and personality of the campus. It may take on differing faces and approaches, but it is probably workable almost anywhere as long as there is some office that "loves" to create programs and is sensitive to the needs of the campus. It would be wise to contact our office of Faculty and Staff Development at 716/878-4328 to talk more in depth about the pitfalls to be avoided and the potential for success if a campus is interested in starting such a program.

Announcing....

WINTERIM

1986

WINTERIM is just one of the opportunities developed by the

STATE UNIVERSITY COLLEGE AT BUFFALO

as part of a continuing program of faculty and staff development.

Personal and professional welfare is a concern for all of us.

WELCOME TO.............

WINTERIM

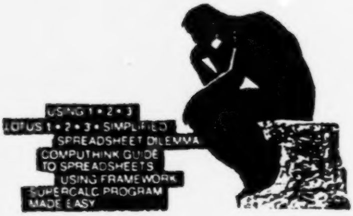
WINTERIM is that rather unstructured period of time right after the holidays when you are not quite ready to get back into the full swing of the academic calendar but are a bit restless from the celebration of the holidays. You know it is time to redirect and discipline your mind and body to do something constructive, but it is difficult to focus in on what that might be.

The Office of Academic Affairs, the Office of Faculty/Staff Relations and the Faculty/Staff Development Council have arranged a program of workshops, seminars, discussions, demonstrations and recreation that will help put you back on target in preparation for a new semester. The program series described in this brochure provides opportunities for you to get together with your colleagues and become an active learner. The topics selected will give you experiences and learning to enhance your personal and professional skills and to do it in a relaxed and pleasant atmosphere. The time period for each session is indicated in its description in this brochure; and since all activities will be scheduled on weekdays, you will still have your Saturday and Sunday free.

You are asked to complete the registration form at the end of this brochure by filling in the information requested and placing an X after those sessions or activities in which you want to participate. Please return the registration form to the Office of Special Programs, GC 415 by DECEMBER 9th. Space in the sessions will be limited; priority will be given to early requests.

Refreshments will be served during breaks where appropriate.

.....AND IT IS ALL FREE


USING 1 • 2 • 3
LOTUS 1 • 2 • 3 • SIMPLIFIED
SPREADSHEET DILEMMA
COMPUTHINK GUIDE TO SPREADSHEETS
USING FRAMEWORK
SUPERCALC PROGRAM MADE EASY

COMPUTER INSTRUCTION

Session A: 9:00 A.M.-12:00 P.M. January 6- January 17
TWIN RISE

This workshop will focus on office applications of microcomputers. Participants will be introduced to a number of software packages including Wordstar 2000 word processing, Lotus 1-2-3 spreadsheet, and dBase III data management. Instruction will be on the IBM PC and is intended for faculty and staff who have little or no familiarity with the above software. Space is limited to 24 participants.

Session B: 1:30 P.M.-4:30 P.M. January 6- January 17
TWIN RISE

This workshop will focus on personal and instructional applications of microcomputers and is open to all faculty and staff. Instruction will be on the IBM PC and will include DOS, Wordstar word processing and Lotus 1-2-3 spreadsheet. Two optional days will be included in the schedule for topics of special interest to the participants. Session B is intended for new or relatively inexperienced users. Space is limited to 24 participants.

For further information contact: Dewayne Beery
telephone 5901

TEACHING OF WRITING *

9:00 A.M. - 2:00 P.M. January 6 - January 14
TWIN RISE

This seminar will give teachers an understanding of rhetoric and the composing process, ways to identify writing problems of individual students, methods of teaching writing and ways to measure and evaluate growth in writing. Participants will read, write and talk about composition and will have the opportunity to apply teaching techniques. The seminar is intended for faculty members who may wish to teach courses in the Basic Composition sequence offered by the English Department as well as for faculty members interested in incorporating a greater focus on writing into their regular courses.

For further information contact: John Dwyer
telephone 5416

TEACHING OF BASIC MATHEMATICS *

9:00 A.M. - 2:00 P.M. January 6 - January 14
TWIN RISE

This seminar includes discussions of the problems of the remedial mathematics student, helpful techniques for use with students and an analysis of the textbooks used in the Basic Mathematics sequence. The seminar is intended for faculty members who may wish to teach courses in this sequence as well as for instructors interested in integrating more quantitative skills into their regular courses.

For further information contact: Ruth Heintz
telephone 5621

* These courses are funded by a grant from the NYS/UUP Continuity of Employment Committee. All materials and books will be provided without cost to the participants.

INSTRUCTIONAL RESOURCES

The following four workshops have been designed to provide practical experiences in the utilization of the Instructional Resources facilities that will assist faculty and staff in their campus responsibilities. You are encouraged to attend all four sessions; but any of the workshops may be selected individually, according to your specific interests.

Instructional Resources for Faculty and Staff

9:00 A.M. - 12:00 P.M. MONDAY JANUARY 6
CC

This workshop will provide an explanation of the services available from Instructional Resources. It will include specific information on how to use the Film Library and Instructional Development resources and how to arrange for audio-visual support in the Communication Center.

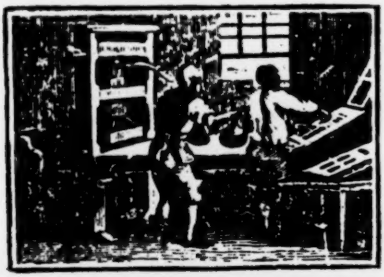
For further information contact: Don Brennan
telephone 4538

Making the Most of Audio/Visual Equipment

9:00 A.M. - 12:00 P.M. TUESDAY JANUARY 7
CC

Through lecture, demonstration and "hands-on" experience this workshop will introduce participants to the wide variety of audio and visual services and equipment currently available for use by both faculty and staff.

For further information contact: Art Arent
telephone 4535



Television Production Service In-Studio and On-Location

9:00 A.M. - 12:00 P.M. THURSDAY JANUARY 9
CC

This workshop will cover the videotape process from pre-planning to the finished product. The variety of television services provided by Instructional Resources will be reviewed; including one, two and three camera productions for observing student activities, on-location programs and post-production activities. The session will discuss differences in television programming and scripting and will identify procedures for program development. A tour of the TV facilities and examination of samples of videotape productions will be included.

For further information contact: Art Schaeffer
telephone 4922

Projected Visuals

9:00 A.M. - 12:00 P.M. FRIDAY JANUARY 10
CC

Participants in this workshop will learn several methods of using slides and overhead transparencies. Time will be allowed for instruction on preparing visuals as well as the procedures and requirements necessary to have our professional artists and photographers produce them for you.

For further information contact: Phil Gerace
telephone 4221

HPER RECREATION FACILITIES

WILL BE OPEN

To All WINTERIM Participants

11:00 A.M. to 2:00 P.M.

January 6 through January 14

PHYSICAL FITNESS

9:00 A.M. - 12:00 P.M. MONDAY JANUARY 6
NEW GYM

The Health, Physical Education and Recreation Department is offering a workshop designed to provide an assessment of different aspects of your personal fitness and to prescribe a realistic approach to improving your health. Exercise physiologists will assist in the assessment process. Participants must come prepared to participate in physical activity.

For further information contact: Frank Pascarella
telephone 6502

GRANTS - WHERE AND HOW

9:00 A.M. - 12:00 P.M. WEDNESDAY JANUARY 8
TWIN RISE

The following Grants workshops will run concurrently.

Grant Opportunities in the Natural and Social Sciences

Grant opportunities in the natural and social sciences will be surveyed, with emphasis on the programs of the National Science Foundation and the National Institutes of Health.

Grant Opportunities in the Arts and Humanities

Grant opportunities in the arts and humanities will be surveyed, with emphasis on the programs of the National Endowment for the Arts and the National Endowment for the Humanities.

Grant Opportunities in Education

Grant opportunities in education will be surveyed, with emphasis on the programs of the U.S. Department of Education, the NY State Education Department and foundations.

For further information contact: Ken Cross
telephone 6700

COMMUNICATION AND PERFORMANCE APPRAISAL

9:00 A.M. - 4:30 P.M. FRIDAY JANUARY 10
TWIN RISE

This workshop will examine the importance of communication in the performance appraisal process and will include basic principles of communication, evaluation as a form of communication, the performance appraisal system at SUCB and methods to solve communication/evaluation problems. Practical exercises and role playing will give the participants an opportunity to apply the techniques previously discussed to real-life situations.

The session is designed for professional employees and their supervisors and will be conducted by Raymond A. Binis, Coordinator of Management Training Programs, NYS School of Industrial and Labor Relations. Space is limited to 25 participants. A break for lunch will be provided from 12:00 to 1:30 P.M.

For further information contact: Gisele Feal
telephone 4312

PUBLISHING YOUR MANUSCRIPT

2:30 P.M. - 4:30 P.M. TUESDAY JANUARY 14
TWIN RISE

This workshop will involve a discussion by a panel of editors including a publishing house editor, the editor of a scholarly journal and the editor of a more popular magazine. Each panelist will discuss what they look for in a manuscript and how to ensure that a book length manuscript will be read.

For further information contact: Vern Bullough
telephone 6434

WINTERIM
REGISTRATION INFORMATION

Please complete the attached registration form. Clip and return it to the Office of Faculty/Staff Development, GC 415 NO LATER than DECEMBER 9th.

You may choose one or more of the following sessions:

SESSION	DATE(S) (Weekdays only)	TIME
Computer Workshops		
Session A	Jan. 6-17	9:00 - 12:00
Session B	Jan. 6-17	1:30 - 4:30
Teaching of Writing	Jan. 6-14	9:00 - 2:00
Teaching Basic Math	Jan. 6-14	9:00 - 2:00
IR Services for F/S	Jan. 6	9:00 - 12:00
The Most of A/V Equipment	Jan. 7	9:00 - 12:00
Television Production	Jan. 9	9:00 - 12:00
Projected Visuals	Jan. 10	9:00 - 12:00
Physical Fitness	Jan. 6	9:00 - 12:00
Grants-Where and How		
Nat/Soc Sciences	Jan. 8	9:00 - 12:00
Arts/Humanities	Jan. 8	9:00 - 12:00
Education	Jan. 8	9:00 - 12:00
Communication	Jan. 10	9:00 - 4:30
Publishing	Jan. 14	2:30 - 4:30

WINTERIM REGISTRATION

NAME____

BUILDING: __________ TELEPHONE: ____________________

Please register me in the following sessions:

________________________ ________________________

________________________ ________________________

________________________ ________________________

________________________ ________________________

For participants selecting a computer workshop, an alternative choice should be listed in the event that you can not be accommodated.

==

In addition to the Workshop on Physical Fitness, brief clinics will be offered during the afternoon of Jan. 6th. Preregistration in these clinics is REQUIRED. If you are interested in participating please indicate YOUR CHOICE(S) below.

CLINIC	CHOICE
Swim Fitness	_____
Racquetball	_____
Tennis	_____
Jogging	_____

REMEMBER: Registration forms must be returned to GC 415 NO LATER than DECEMBER 9th.

Your registration will be confirmed by DECEMBER 18th.

DO SOMETHING EXCITING THIS JANUARY

WINTERIM

1986

WINTERIM IS COMING!

HI MOM
STATE U.

FORGET THE CARRIBEAN!

CANCEL THAT SKI TRIP TO VAIL!

AUNT MATILDA WILL HAVE TO WAIT!

THE MAGIC KINGDOM CAN'T COMPARE!

WINTERIM

DESIGNED SPECIFICALLY FOR

YOU

WATCH FOR IT!

WINTERIM EVALUATION

We are very pleased that you were able to participate in WINTERIM and hope that you will take a few moments to respond to the following questions. Your response is important in assisting us to design programs that will continue to meet your specific needs and interests.

Sincerely,
Neil Rudin
Dewayne Beery

A. The WINTERIM Program

1. Overall, how satisfied are you with the WINTERIM concept?

not at all	just a little	some	a moderate amount	quite a bit	a great deal
1	2	3	4	5	6

2. Would you be interested in participating in another program like WINTERIM?

YES NO

3. If YES, when should activities be scheduled(i.e. following Spring semester, during Winter intercession, etc.)?________________________

____

4. What workshops/sessions would you like to see included in future programs?____

____

____

5. What changes/suggestions would you recommend to improve on the format of the WINTERIM concept(i.e. time, schedule, session locations, etc.)

____

____

____

____

____

____

-Over-

B. **Individual Sessions/Workshops**

For each of the following two questions, list the name of each session you attended and record the number(from the evaluation scale below) in the rating column that best describes your reaction to each session.

not at all	just a little	some	a moderate amount	quite a bit	a great deal
1	2	3	4	5	6

1. Did the session(s) you attended meet your expectations?

SESSION	RATING

If no, please explain:____

____

2. To what extent will you be able to use what you have learned in your session(s)?

SESSION	RATING

3. Which session(s) do you feel should be repeated?_________________

____

****

Circle One: Faculty Staff Administrator

DEPT:____

Number of Years at Buffalo State:________________

Please return this evaluation to the Office of Faculty/Staff Development, GC 415, by FEBRUARY 7th.

THANK YOU!

WINTERIM Evaluation

NAME: ____

1. Would you be interested in presenting the same workshop/session in future "WINTERIM" Programs?

   YES NO

2. Would you be interested in presenting a different workshop/session in future "WINTERIM" programs?

   YES NO

   If YES, please describe ____

   ____

   ____

3. What problems, if any, did you encounter in the implementation of your workshop/session? ____

   ____

   ____

4. What changes/suggestions would you recommend to improve on the format of the WINTERIM concept? ____

   ____

   ____

5. What workshops/sessions would you like to see included in future programs? ____

   ____

   ____

Please return to Sarah Anderson, Office of Faculty/Staff Development, GC 415, by FEBRUARY 7TH.

THANK YOU!

WINTERIM

A Final Report

prepared by

Sarah M. Anderson

Office of Faculty/Staff Development
State University College at Buffalo

March 6, 1986

WINTERIM - Final Report

State University College at Buffalo
February 28, 1986

INTRODUCTION

WINTERIM, sponsored by the Office of Academic Affairs, the Office of Faculty/Staff Relations and the Faculty/Staff Development Council, was a very special event held at Buffalo State College between January 6 and January 17, 1986. Fifteen individual sessions were scheduled consisting of workshops, seminars, discussions, demonstrations and recreational activities. The overall purpose of WINTERIM was to provide those in attendance with experiences that would enhance their professional and personal development within a congenial and interactive setting. The following report summarizes the results of that event.

REGISTRATION: A total of 142 participants enrolled in one or more of the following sessions for an overall participation total of 212 registrations.

Session	Registration
Computer Workshop A	24
Computer Workshop B	24
Teaching of Writing	11
Teaching Basic Math	3
Audio/Visual Equipment	8
Television Production	11
Projected Visuals	17
Grants: Education	12
Grants: Arts and Humanities	4
Grants: Natural and Social Sciences	9
Communication and Performance Appraisal	16
Publishing Your Manuscript	31
Physical Fitness	23
Racquetball	12
Swim Fitness	7

SITE LOCATION: In order to stimulate dialogue and interaction among the participants, most sessions were scheduled in one location (Twin Rise). For programmatic reasons, the Physical Fitness, Racquetball and Swim Fitness sessions were held in the Gym, and the Instructional Resource sessions were presented in the Communication Center.

REFRESHMENTS: A creative variety of refreshments (i.e. Bagels and Cream Cheese, Croissants, Fruit Cup) were prepared by members of the FSA staff and available to participants prior to each morning session. Coffee, tea and soft drinks were also available during the afternoon sessions. In addition, for those participating in the Teaching of Writing and Basic Math sessions, nourishing and aesthetic lunches were provided during a noon time break.

From one participant...

> "...Being treated to breakfast and lunch made this experience all the more pleasant and rewarding by fostering group interaction and cohesiveness."

PARTICIPANT EVALUATION: Individual questionnaires were sent to all participants(N=142) in order to determine their reaction to the general concept of WINTERIM and to assess their needs and interests for future program development.(See Attached). Specific questions related to: overall satisfaction with the WINTERIM program, their interest in future participation, the best time to schedule future activities, which sessions should be repeated, ideas for new workshops/sessions, and suggestions for future programming. In addition, participants were asked to respond to two questions related to the individual sessions/workshops they attended: specifically, (1)did the session(s) meet their expectations, and (2) to what extent will they be able to use what they learned in each session they attended. A detailed analysis of the survey results is available in the Office of Faculty/Staff Development. The following is a summary of those results.

Returns: A total of 82 responses (58%) were received from the 142 questionnaires originally sent to all participants.

Overall Satisfaction: Approximately 95% (N=78) of those responding indicated a high level of satisfaction with the WINTERIM program in general. No significant differences were observed when the responses were examined according to respondents' position (faculty, staff, administrator) or years of service at Buffalo State.

Future Participation: Approximately 96% (N=79) of the respondents indicated an interest in participating in future programs like WINTERIM.

Time Activities Should Be Scheduled: Multiple responses to this question identified the Winter Intercession (75 responses) as the most favorable time to schedule a program like WINTERIM, followed by the end of the Spring semester (42 responses).

Repeat Sessions: When asked to indicate which sessions should be repeated, at least one response was recorded for every session/workshop offered. The greatest response was recorded for Computer Workshops(32), Physical Fitness(16), and the three sessions on Grant Writing(13).

Future Workshops/Sessions: A number of future workshops/sessions were suggested and were grouped according to three classifications: Computers, Professional Development and Personal Development. Specifically, a number of responses indicated a need for individual instruction in such computer areas as: PC File, Data Base II and III, Lotus, Wordstar, CAI, Test Banking, and Basic computing operation. In addition, multiple responses were recorded for programs in office administration and management skill development; writing skills to enhance professional development and how to apply for research funding. Personal development sessions dealing with nutrition and diet, stress management and recreation fitness were also considered important by more than one respondent. In all 19 suggestions were recorded for computer programs, 33 for professional development and 17 for personal development.

From another participant...

> "It was wonderful and challenging to meet and discuss with fellow colleagues of Buffalo State..."

Changes/Suggestions for the Future: Most of the suggestions for change involved scheduling. More than one request was made not to schedule activities on or around registration or just prior to the beginning of the spring semester. In addition, there were requests to shorten sessions (i.e. one day computer sessions), to extend sessions (i,e. from 1 day to 5 days for Physical Fitness), to increase the overall number of session offerings, to offer the same session more than once (i.e. Publishing), and to schedule sessions during evening hours. It was further suggested that mini sessions should be offered throughout the semester as a continuation of selected WINTERIM workshops.

In reference to logistics and detail, there was a request for improving the refreshments during the afternoon sessions and for providing even greater centralization of activities to foster more social interaction.

Individual Sessions/Workshops: Participants were asked to indicate, on a scale of 1 (not at all) to 6 (a great deal), to what extent the session(s) met their expectations and to what extent they would use what they had learned. Based on an average of all responses, 8 of the 15 workshops/sessions rated very high (5.0-6.0) in meeting participants' expectations. These sessions included both Computer Workshops, Teaching of Writing and Basic Math, the Grant sessions in Education and the Natural and Social Sciences, Physical Fitness and Swim Fitness. Sessions rating moderately high(4.33-4.93) in meeting expectations included: Communication and Performance Appraisal, TV Production, Projected Visuals, Grants in the Arts and Humanities, Publishing Your Manuscript and Racquetball.

On a similar scale, when rating their ability to use what they had gained from the sessions, response was again high (5.22-6.0) for Computer Workshop B, Teaching of Writing and Basic Math and Grants in the Natural and Social Sciences. Response was moderate (4.0-4.97) for Computer Workshop A, Grants in Education, Communication and Performance Appraisal, Physical Fitness, Projected Visuals and Swim Fitness. In every case, with the exception of the workshops Teaching Basic Math and A/V Equipment, the expectation level was slightly higher than the utilization level. Response was equally high (6.0) in both categories for Teaching Basic Math and measured slightly higher in the utilization category (3.0 compared with 2.67) for A/V Equipment.

PRESENTER EVALUATION: Questionnaires were also sent to individuals responsible for arranging and presenting the specific WINTERIM workshops/sessions. The intent of this inquiry was to determine: interest in future workshop presentations, problems encountered during their presentations, changes and suggestions to improve the WINTERIM format and ideas for future programs.

Interest in Future Presentations: All of the presenters indicated that they would be interested in presenting the same workshop/session in future "WINTERIM" programs.

Interest in Different Workshops: Four presenters indicated that they would be interested in presenting a different workshop/session in the future. Amond the topics suggested were:

The Demonstration of TV Equipment
Basic Photographic Techniques
Problems of Research
Personal Photography - Improving Techniques

Problems Encountered: Only two presenters indicated a problem in the implementation of their specific workshop: lack of time for A/V Equipment and temperature control and room size for Communication and Performance Appraisal.

Recommendations for Change: Suggestions were few and included: A two day session for TV Production, scheduling Basic Math and Writing at different times during the day to allow participants to take both courses, and prepare notebooks(with handouts) prior to the session.

Suggestions for Future Workshops: Only one suggestion was made for a future workshop: Teaching Effectiveness.

GENERAL RECOMMENDATIONS: Results of the survey and discussions with a number of faculty, staff and administrators indicate a high level of enthusiasm for WINTERIM and strong interest to continue the program during the same time period and in its present format. Therefore, we strongly recommend offering a full WINTERIM program each year during the Winter intercession, maintaining the same quality of activities and overall presentation. A once a year format of this magnitude would give us the time and resources to provide the college community with a "first rate" program. It would also help to ensure that participants will continue to find WINTERIM a beneficial and rewarding experience.

A number of respondents also expressed a desire to participate in a similar set of activities in the Spring. For this reason, we recommend offering a mini version of WINTERIM following the Spring semester which would include half day or one day sessions only and run approximately 2 -3 days in length. Individual sessions could build on the Winter workshops as well as emphasize more seasonal activities in preparation for the summer months and vacation time (i.e. physical fitness, diet and nutrition, travel and photography.)

Comments: The individual comments, although unsolicited, were nevertheless very welcome. In all, 20 participants chose to record their feelings about WINTERIM in general and the program's specific activities in particular. It seems very appropriate to close this report with some of their thoughts.

"I thought it was wonderful!"

"I thought it was terrific just the way it was!"

"It was the most informative, pleasant way to learn in all aspects."

and finally...

"I absolutely feel that this was one of my best experiences at SUCB!"

WINTERIM
SURVEY ANALYSIS

February 20, 1986

URVEY DISTRIBUTION

212 registrations/142 actual participants
142 Surveys sent out
82 returns to date
Faculty - 39
Staff - 26
Admin. - 17

VERALL SATISFACTION

78 of 82 respondents (95%) indicated a high level of satisfaction(5 - uite a bit; 6-a great deal)

When examined according to years of service at BSC, no significant ifferences were observed: 1/2-2 years(5.9);* 3-5 years(5.63); 6-10 ears(5.16); 11-15 years (5.68); 16+ years (5.56)

When examined according to Faculty, Staff, Administrator categories, nce again no significant difference: Faculty (5.6); Staff (5.5); dministrators (5.7)

Numbers reflect rating average based on the following scale: 1 (not at ll); 2 (just a little); 3 (some); 4 (a moderate amount); 5 (quite a bit); (a great deal)

UTURE PARTICIPATION

Seventy nine (79) of the 82 respondents indicated they would participate n future programs. Two (2) responded maybe and one (1) a definite no.

IME ACTIVITIES SHOULD BE SCHEDULED

Multiple responses to item #3 identified Winter Intercession (75 esponses) as the most acceptable time period for such a program, followed y the end of Spring semester(42 responses). Fourteen(14) responses were ecorded for Summer, seven (7) recorded for Spring break and four (4) for lternating sessions throughout the year.

When examined according to Faculty, Staff, Administrator categories, the esponse was as follows:

	WINTER	SPRING	SUMMER
aculty	37	18	5
taff	23	13	5
dministrator	15	11	4

EPEAT SESSIONS

When asked to indicate which sessions should be repeated, the responses ere as follows:

Computer Workshops	32
Physical Fitness	16
Grant Sessions	13
Performance Appraisal	7
Publishing	6
TV Production	3
Teaching of Writing	4
Teaching Basic Math	5
All IR sessions	2
Projected Visuals	3
Swim Fitness	1
Racquetball	2
All sessions	2
Most sessions	1

UTURE WORKSHOPS/SESSIONS

. Computers

1. Detailed instruction in one specific area, with one workshop per area: PC File, Data Base II and III, Lotus, Wordstar, CAI, Test Banking (7)
2. Instruction in Basic Computer Operation; Computer literacy (4)
3. Evaluating performance on Computers
4. Faculty application for everyday use(tests, bookkeeping, etc.)
5. Use of computers for research(SPSS, Minitab)
6. Workshop on micro computer software
7. Actual presentations of computer use in the classroom
8. Advanced computer workshop
9. Computer application to program administration specifically for Dept. Chairs
10. Dbase III Intermediate to follow beginning course

. Professional Development

1. Emphasize the scholarship aspect of research/publishing
2. Writing on the job; Writing for classroom/special projects; writing in such areas as: remedial writing(for students), business, narrative, research, journal (3)
3. Use of the Library
4. Review of research statistics
5. Media in teaching
6. Unique approaches to large class instruction
7. Administrative(management) skill development; office administration management and/or supervision; supervising student employees; assertiveness; dealing with diversity (6)
8. How to fund research projects; How to apply for monies from local foundations (3)
9. Servicing and teaching adult students(Androgogy vs Pedigogy)
10. Creative Problem Solving between related departments - stressing techniques as they apply to common problems
11. How to acheive Tenure at BSC
12. Sessions specifically designed for classified staff
13. Teaching effectiveness(Learning Theory/environmental issues)
14. Grants - with specific focus on a discipline
15. Publishing - with a specific focus on a discipline
16. Teaching reading skills to adults
17. Literature - Read and Review
18. The operation of A/V equipment
19. Development of Videotape and slide set in the classroom
20. Use of telecourses in the classroom
21. Benefits of satellite link with SUCB
22. Test writing and evaluation
23. Philosophy
24. Liturature

. Personal Development

1. Interpersonal skills
2. Wellness and appreciation workshops
3. Nutrition; Diet (3)
4. Planetarium/Observatory
5. Stress Management (2)
6. Recreation Fitness(leisure time athletics, i.e. Tennis, Swim, Racquetball, Jogging, etc.) (3)
7. Basic Photography
8. Basic Foreign Language
9. Round-table discussions on college-wide issues of common interest
10. A critical look at what Buffalo and its surrounding communities are all about - including members of the Buffalo Chamber of Commerce
11. Taxes - review of tax law changes and application for teachers/professionals; income tax preparation (2)
12. A conversational(survival) course in Spanish

HANGES/SUGGESTIONS FOR THE FUTURE

. Workshops/Sessions

1. Program sessions to last only 4 days during the week leaving the fifth day for "catch up"
2. Schedule more single topic computer sessions lasting one day - providing more options and allowing people to attend only those they need (4)
3. Offer more general sessions running 1/2 day; Expand options (2)
4. Offer the same session more than once during the week(i.e. Publishing Tues. and Thurs.) (2)
5. Offer a few mini sessions, as a continuation of WINTERIM, during the semester - Bengal Pause or after 4:30 P.M,
6. Keep sessions as informal as possible while still maintaining structure
7. Include more sessions during the 2nd week of WINTERIM
8. Do not schedule sessions during Registration; last three days prior to semester (3)

9. Increase some sessions to three weeks; three week computer sessions with the last week devoted to actually doing work on specific problems(i.e. developing programs specific to each individual) (2)

10. Schedule sessions in the evening

11. Divide the Physical Fitness into specific areas - single options (2)

12. Computer sessions should be self paced with close instructor instruction

13. Computer sessions should allow participants to apply theory once the basic instruction has been given

14. WINTERIM should be scheduled one week earlier to avoid registration and the beginning of the semester

15. Shorter sessions(one week instead of 7 day session)

16. Extend Physical Fitness workshop to 5 days allowing for an "exercise perscription" as a follow-up to the "fitness evaluation"

17. Change 2 week(1/2 day) schedule for Computer Workshops to 1 week (full day)

18. Allow more time in the Computer sessions to develop individual program for use in departments

19. Avoid overlapping sessions to facilitate attendance at more than one session

20. Make lunch hour a working session(reference to Writing session)

21. Extend sessions beyond the 2:00 time(Writing) - so much to do

22. Continue programs which appeal to a cross-section of the campus community

B. Details

1. Begin A.M. sessions at 9:15 or 9:30

2. Check temperature in TWIN RISE classrooms

3. Improve on afternoon refreshments(hot coffee, hot water and tea)

4. Provide greater centralization of all activities to foster more social interaction

C. No Change - 55 responses

NDIVIDUAL SESSIONS/WORKSHOPS

The following data reports on two questions specifically dealing with ndividual sessions/workshops: (1) whether the session(s) met espondents' expectations, and (2) the extent to which they will be able to se what they learned in each session.

NAME	EXPECTATIONS	USE
omputer Workshop AM	5.5*	4.97
omputer Workshop PM	5.36	5.22
eaching of Writing	5.87	5.5
eaching Basic Math	6.0	6.0
/V Equipment	2.67	3.0
V Production	4.8	3.4
rojected Visuals	4.43	4.0
hysical Fitness	5.18	4.73
rants: Education	5.0	4.5
rants: Natural/Social Sciences	5.25	5.25
rants: Arts/Humanities	4.75	4.25
ommunication/Performance	4.93	4.5
ublishing Your Manuscript	4.53	3.68
wim Fitness	5.0	4.66
acquetball	4.33	3.0

Numbers reflect rating average based on the following scale: 1 (not at ll); 2 (just a little); 3 (some); 4 (a moderate amount); 5 (quite a bit); (a great deal)

OMMENTS

1. "I thought it was wonderful!" (F)

2. "It was perfect!" (A)

3. "Excellent job in scheduling." (S)

4. "I was very pleased with the entire format and the evident thoughtfulness that went into the planning. Although the Winter break is an extremely busy time for me I would welcome another chance to attend and get away from the stress for a few hours." (A)

5. "The lunches were an integral part of the sessions. I gained much from others during these nourishment breaks. Thank you." (F)

6. "Found everything with Basic Math to be excellent!" (A)

7. "Thank You!" (A)

8. "The lady from D.C. was great!"(Arts/Humanities Grant session)
   "Really excellent - better than joining a club and the HPER faculty have been great about disigning a program for individuals since the session. This was just what I needed for a morale (and body) boost!" (Physical Fitness/Swim Fitness sessions) (F)

9. "The session I attended suited me. Being treated to breakfast and lunch made this experience all the more pleasant and rewarding by fostering group interaction and cohesiveness." (S)

10. "Very convenient." (F)

11. "I thought it was terrific just the way it was!"(WINTERIM in general) (S)

12. "For the session I attended the time and location was perfect! (S)

13. "I absolutely feel that this was one of my best experiences at SUCB and I would like to encourage more of the same!" (F)

14. "It was the most informative, pleasant way to learn in all aspects. Of course with Dr. R. Heintz anything she would present would have priority. What an excellent teacher, person. Thank you for the opportunity - it was a privilege to know her!" (S)

15. "Everything should continue until there is no demand!" (F)

16. "It was wonderful and challenging to meet and discuss with fellow colleagues of Buffalo State. I have a better understanding of the objectives of the English Department on campus. I can therefore better assist students in the Academic Skills Center." (S)

Comments Continued:

17. "The representative from the publishing house was a conceited, put-offish individual." (F)

18. "The attitude (of the Publishing panel) reflected their superiority and our inferiority. Their information to assist us was minimal. It was facts I had heard before.

19. "I enjoyed(Teaching of Writing) so much, I would gladly have spent more time at it." (F)

20. "I attended the TV workshop conducted by Art Schaeffer and Frank Hengerer. Art and Frank gave an organized and informative presentation. They made their presentation relaxed, humorous but definitely worthwhile." (F)

21. "It was great to have staff, faculty and administrators together in classes." (A)

[illegible]
SEEK/

[illegible]
[illegible]
expertise
Africa
& America

WINTERIM EVALUATION

We are very pleased that you were able to participate in WINTERIM and hope that you will take a few moments to respond to the following questions. Your response is important in assisting us to design programs that will continue to meet your specific needs and interests.

Sincerely,
Neil Rudin
Dewayne Beery

A. The WINTERIM Program

1. Overall, how satisfied are you with the WINTERIM concept?

not at all	just a little	some	a moderate amount	quite a bit	a great deal
1	2	3	4	5	6

2. Would you be interested in participating in another program like WINTERIM?

YES NO

3. If YES, when should activities be scheduled(i.e. following Spring semester, during Winter intercession, etc.)?____________________

____

4. What workshops/sessions would you like to see included in future programs?________________________________

____

____

5. What changes/suggestions would you recommend to improve on the format of the WINTERIM concept(i.e. time, schedule, session locations, etc.)

____

____

____

____

____

____

-Over-

B. Individual Sessions/Workshops

For each of the following two questions, list the name of each session you attended and record the number(from the evaluation scale below) in the rating column that best describes your reaction to each session.

not at all	just a little	some	a moderate amount	quite a bit	a great deal
1	2	3	4	5	6

1. Did the session(s) you attended meet your expectations?

SESSION	RATING

If no, please explain:____

____

2. To what extent will you be able to use what you have learned in your session(s)?

SESSION	RATING

3. Which session(s) do you feel should be repeated?_________________

____

****

Circle One: Faculty Staff Administrator

DEPT:____

Number of Years at Buffalo State:_______________

Please return this evaluation to the Office of Faculty/Staff Development, GC 415, by FEBRUARY 7th.

THANK YOU!

Welcome to...

The Adventures

of

WINTERIM II

1987

WINTERIM II is just one of the many opportunities developed by the

STATE UNIVERSITY COLLEGE AT BUFFALO

Office of Academic Affairs
Office of Faculty/Staff Development
Office of Faculty and Staff Relations
Faculty/Staff Development Council

as part of a continuing program of
faculty and staff development.

Personal and professional welfare
is a concern for all of us.

Selected Art Work
by

Kelly Voelker, Student
State University College at Buffalo

Mechanical Production
by

Michelle Dombrowski
Office of Faculty/Staff Development

You are invited to participate in

WINTERIM II

We would be hard pressed to call it a tradition after only one year; but if the warm response and enthusiasm for last year's Winterim program is any indication, the concept is destined for the billing of an annual event. As with most annual events, we have tried to make Winterim II bigger and better than the last. Actually, that has not been difficult since there is such a terrific group of volunteer presenters who are anxious to contribute their knowledge, skills and time to the benefit of the rest of us and the welfare of the college. It is because of their help and your participation that Winterim has been and will continue to be an enjoyable and worthwhile event.

As you look through this guide, you will see that the program has been designed to provide topics and activities to accommodate almost every interest on campus. Many of the sessions will be of sufficient general interest that they will attract a stimulating mix of faculty, staff and administrators, while a few will be of interest to particular groups of you. You are encouraged to attend as many of the sessions as you can and to invite your family where it is appropriate and there is interest. Notations in the headings will indicate when the sessions will be open to limited groups. Where the notation indicates "open to all", you should feel free to invite any interested family members. There are a couple of sessions limited to a specific number of participants, but they are clearly marked.

The format for Winterim II is a result of the evaluation response from Winterim I. There are more half day sessions and a few more "just fun" things to do. There are also a few very serious and intense sessions including a chance to openly discuss major issues concerning the college. **There is definitely something for everyone.** Read this guide carefully, choose as many sessions as you can attend and return your registration form immediately to guarantee your position in the sessions that were designed with YOU in mind.

Refreshments will be served during breaks where appropriate.

We will be looking forward to seeing and meeting you at **WINTERIM II.**

At your service,

Sarah

Sarah M. Anderson
Winterim Coordinator

Wendel B. Wickland
Coordinator
Faculty and Staff Development

ACKNOWLEDGEMENT
WINTERIM II is supported in part by grants from the
Office of Academic Affairs
Faculty/Student Association
SUCB

COMPUTER INSTRUCTION: AN INTRODUCTION

WORD PROCESSING: Wordstar 2000 **(SUCB faculty and staff)**
9:00 A.M. - 11:30 A.M. January 5 - January 7
Southwing B - 25

If you have been waiting for the right time to finally get into word processing in general or Wordstar 2000 in particular, here is your chance. This three day workshop will introduce new users of Wordstar 2000 to its menus and commands. Your will learn to create, edit and print a document and work with the spelling checker. Time will be available for individual practice sessions. This workshop is intended for new or relatively inexperienced users. Space is limited to 24 participants.

For further information contact: Mary Ann Meyer
telephone 4611

WORD PROCESSING: WPS-PLUS and ALL-IN-1 **(SUCB faculty and staff)**
9:00 A.M. - 11:30 A.M. January 7 - January 9
Ketchum 302

This three day workshop provides the opportunity to discover word processing on Digital's Vax. You will learn how to create a document and use basic editing commands as well as the procedures for sending documents across campus through the Electronic Mail system. This session is intended for new or relatively inexperienced users. Space is limited to 24 participants.

For further information contact: Mary Ann Meyer
telephone 4611

COMPUTER INSTRUCTION: A STEP FORWARD

LOTUS 1-2-3 **(SUCB faculty and staff)**
1:30 P.M. - 4:00 P.M. January 5 - January 6
TWIN RISE 208

If you have mastered the basic Lotus fundamentals, you will not want to miss this chance to learn Lotus macro programming. The sessions will include the development of simple print macros, menu design, sorting and creating turnkey systems for office use. This is a good opportunity to improve your proficiency with Lotus. Space is limited to 10 participants.

For further information contact: Mary Ann Meyer
telephone 4611

ADVANCED dBASE III **(SUCB faculty and staff)**
1:30 P.M. - 4:00 P.M. January 7 - January 9
TWIN RISE 208

For those of you who have been using dBase III and have learned to create single file databases, use report forms and file indexing, this three day workshop will teach you how to build and use information from multi-file databases. You will also cover dBass III programming and new dBase tools introduced with dBase III Plus. A multi-file information management system written with dBase will be the major focus. Space is limited to 10 participants.

For further information contact: Mary Ann Meyer
telephone 4611

CLASSROOM CHALLENGES

TALK OR COMMUNICATE? **(open to all)**
Session I: 9:00 A.M. - 11:00 A.M. January 8
Session II: 9:00 A.M. - 11:00 A.M. January 9
TWIN RISE 104

Have you ever dreamed of captivating an audience and holding them in rapt attention while you deliver that important speech, that significant lecture? It is not that difficult if you know and practice four very essential communication skills: vocal variety, source credibility, audience analysis and organizing the speech. Session I will demonstrate how you can add interest to your vocal delivery by varying your rate, pitch and projection level. In the second hour you will examine the several dimensions of source credibility, such as power, competence, trustworthiness, good will, idealism, and dynamism and their impact on audience acceptance.

In Session II you will focus on the significance of analyzing your audience and adapting your presentations to meet their needs. The second hour will emphasize the importance of organizing your speech in a motivated sequence premised on audience analysis and a logical progression of steps including attention, need, satisfaction, visualization and action.

For further information contact: Robert Elmes
telephone 6810

INCORPORATING WRITING IN THE CURRICULUM (faculty)
9:00 A.M. - 12:00 P.M. January 5 - January 7
TWIN RISE 200

With the implementation of the new writing requirement on the horizon, you will want to take this opportunity to sharpen your skills and to learn how to help your students improve their writing capabilities. The seminar will give you a better understanding of the composing process, ways to identify writing problems of individual students, methods of teaching writing, and ways to measure and evaluate growth in writing. You will receive a packet of readings, checklists, bibliographies, and other materials to help you design effective writing assignments and respond to student writing in a variety of ways. This seminar is intended to help you incorporate a greater focus on writing into your content-area courses.

For further information contact: Tom Reigstad
telephone 4309

CRITICAL THINKING (open to all)
Session I: 9:30 A.M. - 12:00 P.M. January 8
Session II: 1:00 P.M. - 2:30 P.M.
TWIN RISE 203

What do we mean by critical thinking? How well is it practiced and how can we stimulate students to become more involved in it use? In this full day workshop you will explore the nature of critical thinking, its competitors and its problems. Exercises relevant to the practice of critical thinking, in such areas as decision making, will be reviewed. Following lunch (on your own), attention will be given to the application of critical thinking in your particular discipline.

For further information contact: George Hole
telephone 3025

THE ADULT LEARNER (open to all)
Session I: 9:00 A.M. - 12:00 P.M. January 8
Session II: 1:00 P.M. - 3:30 P.M.
TWIN RISE 200

The profile of our student body is changing as more and more adults return to college. Projections reveal that even more change is down the road. This all day session will focus on this changing population beginning with an overview of the needs and strengths that adult students bring to the college and classroom. Emphasis will be on their maturity and experience along with the problems they face as students with family and career responsibilities. A discussion will follow highlighting the needs of adult learners at Buffalo State and how these needs are being met at the present time from an overall campus perspective.

Following lunch (on your own), the session will feature a panel of faculty who will discuss how they meet the needs of adult students in their classes. Following this presentation, participants will divide into small groups to participate in question and answer sessions dealing with three areas of concern: academic skills, college programs and services and faculty involvement.

For further information contact: Paul Beaudet
telephone 5906

NSTRUCTIONAL TECHNOLOGY:

CURRENT AND FUTURE TRENDS

LASER DISC DEMONSTRATION (open to all)

Session I: 10:00 A.M. - 11:00 A.M. January 5

Session II: 2:00 P.M. - 3:00 P.M.

CC West

We hear about and are being surrounded by laser technology, but seldom do we have the opportunity to be involved with the results. You will want to discover how one application, the laser disc, can be used in your classroom. This one hour session will be offered in the morning and repeated in the afternoon. The purpose of the demonstration is to explain the principle of laser disc use for classroom presentations. Several discs will be demonstrated, giving a sampling of IR - owned materials and the operational capabilities.

For further information contact: Don Brennan
telephone 4538

TELEVISION AND PRODUCTION SERVICE: IN STUDIO AND ON-LOCATION (open to all)

9:00 A.M. - 4:00 P.M. January 7

CC - Studio B

Have you ever marveled at what you see being done with today's television technology? This full day workshop is designed to show you the terrific capability that exists here at Buffalo State. We will cover the videotape process from pre-planning to the finished product. The variety of television services provided by Instructional Resources will be reviewed; including one, two and three camera productions for observing student activities, on-location programs and post-production activities. The session will discuss differences in television programming and scripting and will identify procedures for program development. A tour of the TV facilities and an examination of samples of videotape productions will be included. The applications are numberless.

For further information contact: Art Schaeffer/Frank Hengerer
telephone 4922

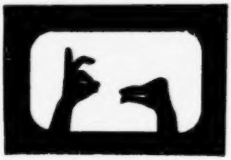
PROJECTED VISUALS (open to all)

9:00 A.M. - 12:00 P.M. January 9

CC - Lower Level

Lectures, workshops and other presentations are most effective when the spoken word is augmented by visual aids. Careful planning and preparation of visuals can make an other wise ordinary talk come to life. In this workshop you will learn several methods of using slides and overhead transparencies. Part of your time will be spent in learning to prepare visuals as well as the procedures and requirements necessary to have our professional artists and photographers produce them for you.

For further information contact: Phil Gerace/Bob Wild
telephone 4221/6676



35mm PHOTOGRAPHY: THE BEGINNING

(open to all)
9:00 A.M. - 12:00 P.M.
January 5 - January 8
CC - Studio A

For most of us the 35mm camera is the thing you drag along on vacations or to family gatherings. In this lecture and demonstration program you will learn how the camera works and explore the techniques of perfect exposure and proper selection of films. In sessions one and two you will learn how the camera works and explore the techniques of perfect exposure and the proper selection of films. In sessions three and four the concentration will focus on composition, flash photography, auxiliary lenses and the use of filters. Participants will have approximately one hour at the end of each session to work with IR's professional photographers on individual application and problem solving.

For further information contact:
Phil Gerace
telephone 4221

MAKING THE MOST OF AV EQUIPMENT

(open to all)
9:00 A.M. - 12:00 P.M.
January 6
CC 200

For most of us the communication center is just a round building with lecture halls and a mysterious maze of corridors. Through lecture, demonstration and "hands-on" experience this workshop will change your thinking by introducing you to the wide variety of audio and visual services and equipment currently available for use by both faculty and staff. By the end of the session you will see it as a tool for your use.

For further information contact:
Art Arent
telephone 4535

HPER RECREATION FACILITIES
WILL BE OPEN
To All WINTERIM Participants
During Scheduled Hours
January 5 through January 13

A VERY SPECIAL SEMINAR

COLLEGES IN CRISIS: THE DUAL CHALLENGE OF RETENTION AND THE UNDERPREPARED STUDENT

9:00 A.M. - 12:30 P.M. January 13
TWIN RISE 200

There are two critical issues that continue to remain on the front burner for today's faculty, staff and administrators at colleges and universities throughout the country:

1. Bridging the gap between faculty expectations and student capabilities, and
2. Improving the retention rate, a concern that will become even more important as colleges and universities compete for a shrinking pool of students.

At Buffalo State College we too are confronted with the same challenges. This very special seminar provides us with the opportunity to come together as interested faculty, staff and administrators, to help each other understand the issues, to share our ideas and to discuss positive strategies for change.

The program will begin with an overview presented by President Johnstone, underscoring the importance of these issues from a national and local perspective, and their significance for Buffalo State. Following this introduction you will have the opportunity to break up into one of five groups to discuss specific areas. The discussion leaders will begin with a brief introduction to the topic, however, the major emphasis will be on your individual participation and group sharing. Topics for discussion include:

Working With the Underprepared Student	Lin Alessi, Leader telephone 4041
Improving Academic Advisement	Leon Smith/Mary Davis Maria Assad, Leaders telephone 5901
Dealing With Cultural Differences	Gail Wells, Leader telephone 4631
How to Deal with the Angry or Upset Student	Joan McCool, Leader telephone 4436
Establishing a Freshman Year Experience/ Program at Buffalo State	Neil Rudin/Jerry Accurso Leaders telephone 5901

Following the small group activity, participants will reconvene to share the outcomes of their individual discussions.

For further information contact: Sarah Anderson
telephone 4328

DISCUSSION IN THE ROUND...............

ASSESSING THE OUTCOMES OF HIGHER EDUCATION

(open to all)
9:00 A.M. - 11:00 A.M. January 12
TWIN RISE 104

The assessment of learning in a college is a state and national issue. Legislation in several states requires evidence of student progress and of standards being met on individual campuses. This session will discuss this challenge at it relates to Buffalo State College.

For further information contact: Richard McCowan
telephone 6104

ACCOMMODATING ISSUES OF RACISM AND SEXISM IN THE CURRICULUM

(open to all)
9:00 A.M. - 11:00 A.M. January 12
TWIN RISE 200

This workshop will examine issues of subtle racism and sexism in curricula that chill the classroom environment and will then look at our inadvertent behaviors that contribute to this chilly atmosphere. Led by Barbara Gerber, Ed.D., professor of counseling and psychological services at the State University College at Oswego, the discussion will include experiential exercises, media presentations and a look at third party circumstances. Panticipation is particularly encouraged for those individuals in teaching and counseling positions as well as admissions personnel and administrators.

**Dr. Gerber has had extensive experience in training and educating groups to deal with racist/sexist outcomes of standard curricular offerings and is a recognized leader, both at the state and national level, in black and women's studies.

For further information contact: Sarah Slavin
telephone 6205

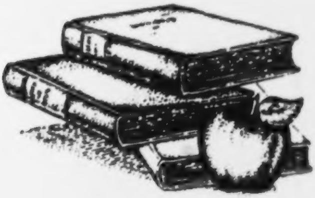
... A special series of round-table discussions designed to provide a forum for YOU to speak out on issues that matter to all of us at Buffalo State!

ADVANCED RESEARCH IN A COLLEGE LIBRARY. IS IT POSSIBLE?
(open to all)
1:00 P.M. - 3:00 P.M. January 5
TWIN RISE 203

What can the four-year college library do?
What can it do better?
What can Butler Library do?
Or is the only alternative SUNYAB University Libraries?

This round-table discussion will examine the role of the college library in meeting the advanced research needs of faculty and graduate students.

For further information contact:
Carol Richards
telephone 6320



ACADEMIC PLANNING AND CAREER PLANNING:
The Yin and Yang of Goal Setting **(open to all)**
1:00 P.M. - 3:00 P.M. January 6
TWIN RISE 203

For the students at Buffalo State College, planning an academic program and preparing for a career seem to be interdependent processes. As academic advisors and career professionals, we share a commitment to help our students achieve both their academic and their career related goals. This open discussion will explore ways in which we might join forces to ensure that students meet with greater success in planning their educational and professional future. This session will be particularly helpful for all faculty and staff who are directly involved in the advisement process.

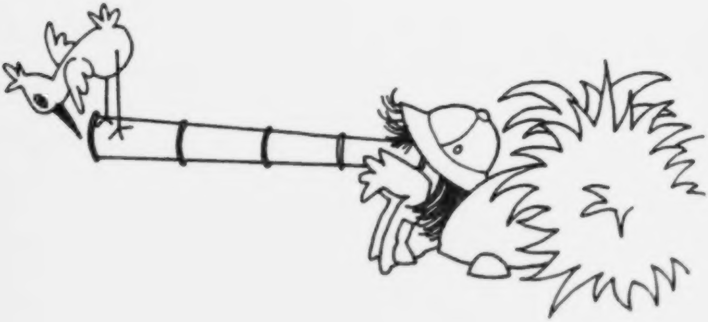
For further information contact:
Cecile Biltekoff
telephone 5811

ENRICHING EXPERIENCES

EXPERIENCE THE UNIVERSE: CELESTIAL OBSERVATIONS (open to all)
9:00 A.M. - 12:00 P.M. January 5
THE FERGUSON PLANETARIUM
New Science 115

When you look into a beautiful, star-filled, night sky, what do you see? Is it just a backdrop of twinkling lights, or are you able to have a story unfold before you told by the patterns and movements of the stars and planets? In this planetarium workshop you will be introduced to the use of star charts to assist you in observing the night sky. You will have the opportunity to observe and measure the positions of night stars and will be encouraged to look for patterns of change. You will also be given the opportunity to observe the movement of the sun and make determinations about the direction of sunrise and sunset, identify the appropriate season and give the location of the sun's path. The story will begin to unfold.

For further information contact: Art Gielow
telephone 4911



EXPERIENCE THE UNIVERSE: AN EXPLANATION OF CELESTIAL AND TERRESTRIAL MOTION (open to all)
9:00 A.M. - 11:00 A.M. January 7
THE FERGUSON PLANETARIUM
New Science 118

An experience all of us have had at one time or another is to look into the heavens and find our minds filled with questions. In this session, you will be given the opportunity to discover the answers to some of your questions. It will begin by answering the question "does the earth move with the planets around the sun or do the planets and sun move around the earth? You will devise heliocentric and geocentric models for observing individual planets and will evaluate which system provides the simpler explanation of your observations.

For further information contact: Art Gielow
telephone 4911

WHAT EVERYONE SHOULD KNOW

FINANCIAL PLANNING AND INVESTMENT STRATEGIES (open to all)
9:00 A.M. - 3:00 P.M. January 7
TWIN RISE 203

Are you confused about the new tax law? Do you know what your investment options are? Do you have a financial plan? In this full day workshop you will be in touch with the experts* who will provide you with the information and the strategies you will need to plan a successful financial future. The morning session will include a discussion on how the new tax laws will affect you as a taxpayer and will assist you in defining your financial goals and developing a financial plan. Following lunch (on your own), a panel of investment professionals will share their thoughts on various investment opportunities. Following individual presentations, you will be given the opportunity to ask the IMPORTANT questions.

*Tax Reform Legislation: Ms. Marie E'Allessandro
Asst. District Manager/H & R Block
Financial Planning: Ms. Drexel S. Andrews
Assist. VP and Manager of Priority Banking, Goldome
Investment Strategies: Representatives: Dean, Witter, Reynolds, Inc.; Empire National Securities, Inc; Paramount Planning Group, Inc.; Shearson-Lehman Brothers

For further information contact: Sue Earshen
telephone 4821

SUBSTANCE ABUSE: WHAT PARENTS AND SPOUSES SHOULD KNOW
(open to all)
9:00 A.M. - 11:30 A.M. January 12
TWIN RISE 203

Are you a parent, a spouse, a friend? If your answer is yes to one or all three, this workshop may be very important to you. It will provide you with some very helpful information concerning the abuse of addictive substances by family members or associates. The session will cover up-to-date information about "what's out there" and the facts regarding addiction and its effects. Discussion will include suggestions for preventing substance abuse by family members, the identification of signs for early detection and recommendations for obtaining the necessary professional assistance. This workshop is being sponsored by the Employee Assistance Program.

For further information contact: Warren Gleckel
telephone 5601

STRONG BODY/STRONG MIND

PHYSICAL FITNESS (faculty and staff)

1:00 P.M. - 3:00 P.M.
January 5 - January 7
New Gym

The Annual Winterim Physical Fitness Seminar will consist of three sessions involving personal fitness assessment and active participation in a physical fitness program of your choice. You may attend all three sessions or select only those that meet your needs.

The first day will include lecture and testing on different aspects of fitness including a personal health inventory. Day two will involve participation in programs of weight training, flexibility and aerobic exercise. The third day will involve participation in cardiovascular programs including jogging, stationary bicycle riding and swimming for fitness. You must come prepared to participate in physical activity.

For further information contact:
Frank Pascarella
telephone 6502

EASE AND EFFICIENCY IN MOVEMENT (open to all)

1:00 P.M. - 3:00 P.M.
January 8
New Gym

Did you ever see yourself in your dreams as a graceful dancer or athlete only to wake up to reality? Here is your chance to initiate a change. In this two hour workshop you will explore some of the basic principles of movement that make dancers and athletes great. You will then be given the opportunity to apply these principles to elementary patterns of movement, sports and dance. You should come prepared to participate in physical activity.

For further information contact:
Myron Nadel
telephone 6401

FINALLY, A DAY OF WELLNESS FOR ME! (open to all)

9:00 A.M. - 4:30 P.M.
January 9
New Gym

WELLNESS is the personal pursuit of optimal functioning in all of the dimensions of one's life. To pursue wellness means to be proactive and open to achieving the goals of balance, self-actualization, stress management, improved quality of life and a healthy longevity. This all day workshop will address a number of critical issues related to Wellness. During the morning session you will be introduced to the concepts and dimensions of high-level wellness and will discuss the relationships that exist between unhealthy lifestyles and disease, distress, and personal mediocrity. In addition, you will participate in a self-scoring wellness assessment and will have the opportunity to discuss your assessment results with other participants in the workshop.

Following a brisk walk to the art gallery for lunch, the afternoon session will commence with a presentation on stress-proofing the mind, body and spirit and will close with a focus on positive affirmations and self-esteem building. This is a workshop you will not want to miss!

For further information contact:
Myra Gordon
telephone 4436

JUST FOR THE FUN OF IT

LET'S SHOOT THE BREEZE ABOUT SAILING (open to all)
1:00 P.M. - 3:00 P.M. January 6
CC West

Was that the starting gun? Who's trimming the jib? Higher and Faster! We're rounding up! There goes the main halyard shackle!!!!!!! For a seaworthy discussion on these and other exciting experiences, we invite all Buff State sailors to meet on the foredeck of CC West to share, with fellow skippers and first mates, salty sea stories of wit and wisdom. We'll talk racing and cruising and the merits of both Lake Erie and Lake Ontario in pursuing our sport. If you don't own a boat but are interested in crewing, we'll show you how you can get involved. If you are interested in learning more about the "how to" of sailing you'll have the opportunity to view the Pearson Yacht Video Tape, "Come Sail With Us". So, since we can't go sailing let's get together for the next best thing!

For further information contact: Sarah Anderson
telephone 4328

YOU CAN HAVE YOUR BREAD AND EAT IT TOO! (open to all)
Session I: 9:00 A.M. - 12:00 P.M. January 9
Session II: 1:00 P.M. - 3:00 P.M.
Caudell Hall 116

Have you ever walked into a kitchen when homemade bread is baking? This all day session will provide you with an opportunity to get "hands - in" experience in creating the delightful texture, aroma and taste of fresh baked bread. During the morning session you will learn the skill of making and baking bread using the basic recipe and several variations. Following lunch (on your own), you will join your fellow bakers in tasting and enjoying the fruits of your labors. What a delicious way to end the week!

For further information contact: Fred Chapman
telephone 5222

PUT PUNCH IN YOUR PERSONAL PHOTOGRAPHY (open to all)
1:00 P.M. - 3:00 P.M. January 12
CC

One way to avoid stress and burnout in one's profession is to take some time to pursue an interesting hobby. Photography, since it involves a certain amount of concentration, is one activity that many find very relaxing. In addition to being a means of providing visual memories of trips and other important events, it is a means of artistic expression as well. This 3-hour session is designed to help you improve your personal photography and will highlight equipment and film selection, composition, and most important, lighting and exposure. You will be encouraged to bring in samples of your work for discussion and critiquing.

For further information contact: Ruth Heintz
telephone 5621

SOMETHING SPECIAL

A TOUR AND PRESENTATION OF BURCHFIELD'S TREASURES (open to all)
10:00 A.M. - 12:00 P.M. January 6
1:30 P.M. - 3:30 P.M. January 8
Burchfield Art Center

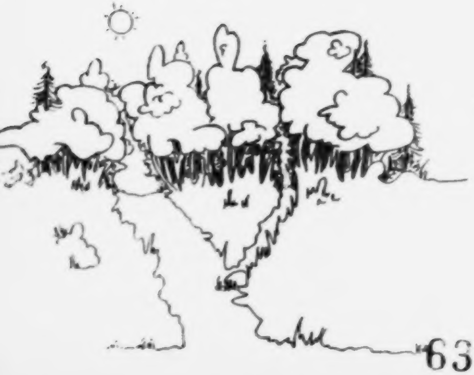
In commemoration of the 20th anniversary of the Burchfield Art Center, an exhibition of rarely seen artworks by Charles Burchfield, entitled "Hidden Treasures", will be on display in the center during WINTERIM II. Participants in this session will be treated to a tour of the exhibit and a film screening of "Burchfield's Vision", a documentary of the artist's 1984 retrospective exhibition at the Metropolitan Museum of Art. This program will be offered twice during WINTERIM II. You are encouraged to bring your family to this enjoyable session.

For further information contact:
James Hartel
telephone 6011

"SKYWATCHERS OF ANCIENT MEXICO" (open to all)
2:00 P.M. - 3:00 P.M. January 9
THE FERGUSON PLANETARIUM
New Science 115

The rise and fall of the great cultures of ancient Mexico and Central America and their remarkable astronomical discoveries are the subjects of this breathtaking new star program available for viewing during WINTERIM II. You will have the opportunity to experience how the Olmecs, the Maya, the Aztecs, and other ancient civilizations of Mexico and Central America watched the sun and venus and in the process developed a calendar more accurate than ours. This very unique and exciting program is one that both you and your family will want to see.

For further information contact:
Art Gielow
telephone 4911



"Two roads diverged in a wood, and I

took the one less traveled by, And

that has made all the difference."

Robert Frost

WINTERIM II
REGISTRATION INFORMATION

Please complete the attached registration form. Clip and return it to the Office of Faculty/Staff Development, GC 415 **NO LATER** than **DECEMBER 8th.**

You may choose one of more of the following sessions.

SESSION	DATE(S) (Weekdays only)	TIME
Incorporating Writing In the Curriculum	Jan. 5 - 7	9:00 - 12:00
Wordstar 2000	Jan. 5 - 7	9:00 - 11:30
35mm Photography	Jan. 5 - 8	9:00 - 12:00
Celestial Observations	Jan. 5	9:00 - 12:00
Laser Disc	Jan. 5 (A.M.) Jan. 5 (P.M.)	10:00 - 11:00 2:00 - 3:00
Lotus 1-2-3	Jan. 5 - 6	1:30 - 4:00
Research/Library	Jan. 5	1:00 - 3:00
Physical Fitness	Jan. 5 - 7	1:00 - 3:00
AV Equipment	Jan. 6	9:00 - 12:00
Burchfield's Treasures	Jan. 6 Jan. 8	10:00 - 12:00 1:30 - 3:30
Academic/Career Planning	Jan. 6	1:00 - 3:00
Let's Shoot the Breeze About Sailing	Jan. 6	1:00 - 3:00
Celestial/Terrestrial Motion	Jan. 7	9:00 - 11:00
WPS-PLUS	Jan. 7 - 9	9:00 - 12:00
Financial Planning and Investments	Jan. 7	9:00 - 3:00
dBase III	Jan. 7 - 9	1:00 - 4:00
TV Production	Jan. 7	9:30 - 12:00
Critical Thinking	Jan. 8	9:30 - 2:30

(Registration Information Con't)

SESSION	DATES (Weekdays only)	TIME
Adult Learners	Jan. 8	9:00 - 3:30
Talk or Communicate	Jan. 8 - 9	9:00 - 11:00
Ease in Movement	Jan. 8	1:00 - 3:30
Wellness	Jan. 9	9:00 - 4:30
Bread Baking	Jan. 9	9:00 - 3:00
Projected Visuals	Jan. 9	9:00 - 11:00
Planetarium: Ancient Mexico	Jan. 9	2:00 - 3:00
Racism/Sexism in the Curriculum	Jan. 12	9:00 - 11:00
Assessing the Outcomes of Higher Education	Jan. 12	9:00 - 11:00
Substance Abuse	Jan. 12	9:00 - 11:30
Personal Photography	Jan. 12	1:00 - 3:00
Colleges in Crisis: The Dual Challenge	Jan. 13	9:00 - 12:30

WINTERIM II
REGISTRATION

NAME: ______________________________ DEPT: ______________________

BUILDING: ___________________________ TELEPHONE: _________________

Check One: Council 82____ CSEA____ MC____ UUP____ Off Campus*____

Please register me in the following sessions:

______________________________ ______________________________

______________________________ ______________________________

______________________________ ______________________________

______________________________ ______________________________

For participants selecting a computer workshop, an alternative choice should be listed in the event that you can not be accommodated.

NOTE: For family registrations, please attach a separate sheet giving the name, relationship and sessions attending.

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In addition to the Workshop on Physical Fitness and the open recreation offered during WINTERIM II, a Bowling Tournament and a Racquetball Tournament will be scheduled for Monday, January 12. If you are interested in participating in one of the tournaments please indicate your choice below.

Bowling Tournament ________

Racquetball Tournament ________

REMEMBER: Registration forms must be returned to GC 415 NO LATER than DECEMBER 8th.

Your registration will be confirmed by DECEMBER 17th.

*A fee of $5.00 must accompany all off campus registrations. Checks should be made out to FSA.

ANOTHER EXCITING JANUARY

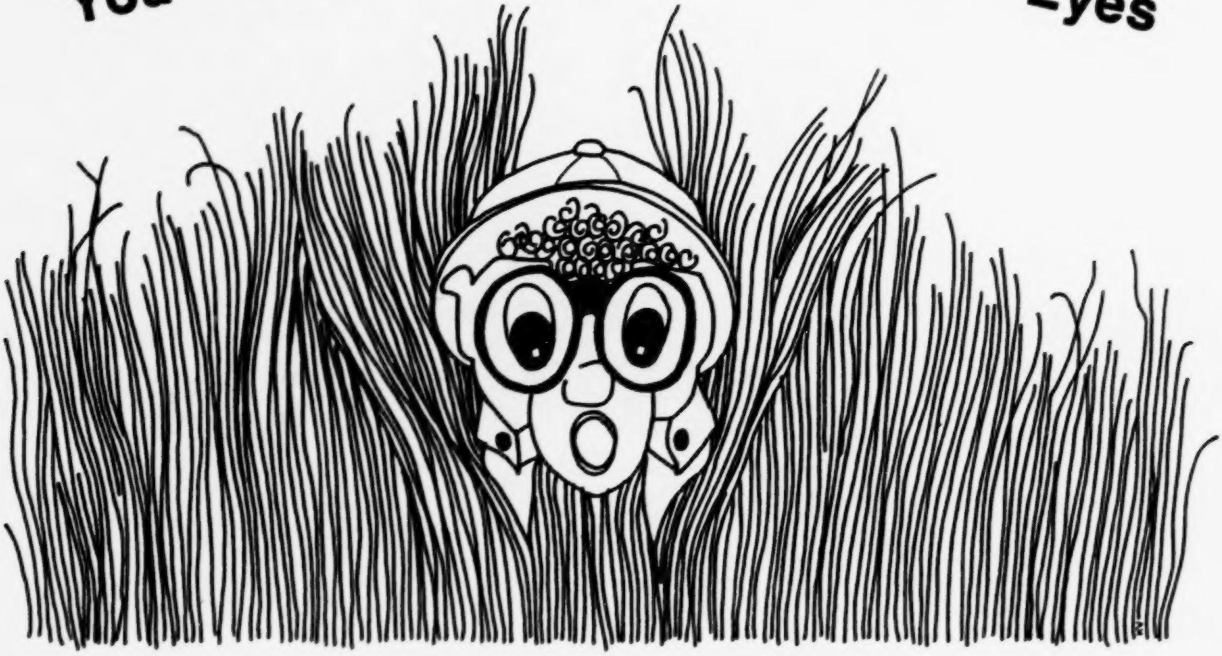
at

BUFFALO STATE

Join Us!

I'll be there.

You Won't Believe Your Eyes



WINTERIM II

Watch For It!

January 5 - 13, 1987

WINTERIM II EVALUATION

We are very pleased that you were able to participate in Winterim II and hope that you will take a few moments to respond to the following questions. Your response is important in assisting us to design programs that will continue to meet your specific needs and interests. **We want to hear from you!**

Sincerely,
Muriel B. Strickland Sarah W. M. Anderson

****

A. The WINTERIM II Program

1. Overall, how satisfied are you with the Winterim concept? (Please circle one response.)

not at all	**just a little**	**some**	**a moderate amount**	**quite a bit**	**a great deal**
1	**2**	**3**	**4**	**5**	**6**

2. Would you be interested in **being a participant** in another program like Winterim II?

YES **NO**

3. If **YES,** please check the time period(s) that would be best for you?

Between Semesters (Winter) __________
Following the Spring Semester __________
During the Summer __________
Other ______________________________

4. What session(s) would you like to see included in future programs?

____

____

____

5. What suggestions would you recommend to improve the Winterim Program?____

____

____

6. Would you be interested in **being a presenter** in the Winterim Program?

YES **NO**

7. If **YES,** what type of session would you be interested in presenting?

____

-Over-

B. **Individual Sessions/Workshops**

1. Did the session(s) you attended meet your expectations?

(List the name of each session and record, in the column marked **EXPECTATION**, the number that best describes your overall reaction.)

not at all	just a little	some	a moderate amount	quite a bit	a great deal
1	2	3	4	5	6

SESSION	**EXPECTATION**
______________________________	______
______________________________	______
______________________________	______
______________________________	______

If a particular session did not meet your expectations, please explain:

____

2. What was your main purpose for attending each session?

(List the name of each session and record, in the column marked **PURPOSE**, the number that best describes your reason for attending.)

Just For Fun	Personal Growth	Professional Growth	General Interest (Info. To Be Used Later)
1	2	3	4

SESSION	**PURPOSE**
______________________________	______
______________________________	______
______________________________	______
______________________________	______

3. Which session(s) do you feel should be repeated?

____

____

****

Circle One: C 82 CSEA MC Faculty Prof Staff Off Campus

DEPT:______________________________________

Number of Years at Buffalo State (if appropriate):______________

WINTERIM II Evaluation

NAME: ______________________________

DEPARTMENT: ______________________________

1. Would you be interested in presenting the **same session** in future Winterim programs?

   YES **NO**

2. Would you be interested in presenting the **same session in a different format and/or a different session** in future Winterim programs.

   YES **NO**

   If **YES,** please describe ______________________________

3. What problems, if any, did you encounter in the implementation of your session? ______________________________

4. What suggestions would you recommend to improve the Winterim Program? ______________________________

5. What sessions would you like to see included in future programs?

6. Do you want us to contact you when we are planning the next Winterim program?

   YES **NO**

-Over-

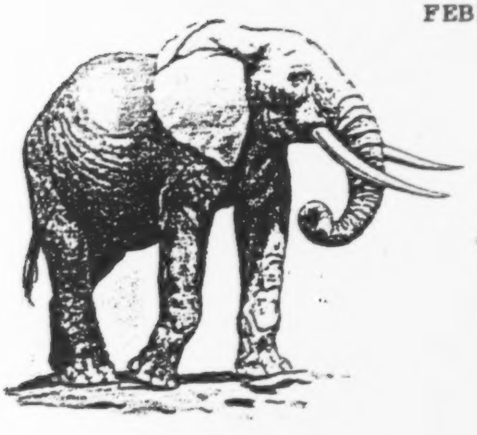
WE REALLY WANT TO HEAR FROM YOU!!

This is **YOUR** opportunity to say what's really on your mind regarding Winterim II. Your reactions to the program are very important to us. We hope that, in the space provided, you will comment freely about your experiences as a presenter/participant.

Please return this evaluation to Sarah Anderson
Office of Faculty/Staff Development
GC 415

by

FEBRUARY 13, 1987



THANK YOU!!

WINTERIM II

Final Report

prepared by

Sarah M. Anderson

Office of Faculty/Staff Development
Buffalo State College

March 6, 1987

WINTERIM II - Final Report

Buffalo State College
March 6, 1987

INTRODUCTION

WINTERIM II, sponsored by the Office of Academic Affairs, the Office of Faculty/Staff Relations and the Faculty/Staff Development Council, was, once again, a very special event held at Buffalo State College between January 5 and January 13, 1987. The program consisted of twenty eight sessions, almost double the number from the previous year, that were designed to provide topics and activities to accommodate almost every interest on campus.

Many of the sessions were of general interest and attracted a stimulating mix of faculty, staff and administrators. A few sessions were specifically tailored to accommodate the needs and interests of particular groups of faculty and/or staff. Most of the offerings were open to anyone interested in attending, however, there were a few sessions limited to a specific number of participants (computer workshops). There were more half day sessions and a few more "just fun" things to do. There were also a few very serious and intense sessions which provided participants an opportunity to openly discuss major issues concerning the college.

This year we added a new dimension to Winterim by encouraging both student and off campus participation. College personnel were invited to bring family members where it was appropriate and there was interest. Brochures were also sent to all area colleges and universities. Although the numbers were small (N=29), the enthusiasm expressed by those who did attend was extremely positive and very supportive.

A Special Acknowledgement: Winterim II was supported in part by grants from the **Office of Academic Affairs** and the **Faculty/Student Association.**

REGISTRATION: A total of 279 participants enrolled in one or moreof the following sessions. This figure represents a 100% increase from Winterim 1986. The overall participation count was 461 which represented a 117% increase from the previous year. It should also be noted that only 6 of the 28 sessions registered less than 10 participants.

Session	Registration
Colleges in Crisis	50
Financial Planning and Investments	33
Wordstar 2000	33
You Can Make Your Bread and Eat It Too	24
WPS PLUS All-In-One	24
Advanced Research in a College Library	23
Critical Thinking	21
Racism and Sexism in the Curriculum	21

Session	Registration
Advanced dBase III	17
Talk or Communicate	17
Adult Learner	17
Substance Abuse	14
Wellness	14
Put a Punch in Your Personal Photography	14
Lotus 1-2-3	13
35mm Photography	13
Physical Fitness	13
Incorporating Writing Across the Curriculum	11
Celestial/Terrestrial Motion	11
Let's Shoot the Breeze About Sailing	11
Burchfield's Treasures	10
Racquetball Tournament	10
"Skywatchers of Ancient Mexico"	9
Celestial Observations	9
Laser Disc	8
Ease and Efficiency in Movement	7
Making the Most of AV Equipment	7
Bowling Tournament	7

SITE LOCATION: To encourage positive participant interaction, most sessions were again scheduled in the Twin Rise location. However, because a number of sessions required special facilities, program activities were also scheduled in the New Gym, the Communications Center, New Science, Caudell Hall and the Burchfield Art Center.

REFRESHMENTS: Once again the Faculty/Student Association staff provided a delicious and creative presentation of refreshments for participants to enjoy, both before and during their sessions. Selections included a fruit and cheese platter, croissants and jam, fruit kabobs and assorted muffins. Lite edibles were also provided during the afternoon sessions, including a selection of tea cookies, brownies and soft drinks. In addition, a deli luncheon, consisting of a croissant sandwich w/fruit garnish and a delectable chocolate/peanut butter brownie, was served to those who participated in the Colleges in Crisis seminar.

PARTICIPANT EVALUATION SUMMARY

PARTICIPANT EVALUATION: Individual questionnaires were sent to all participants (N=233) in order to determine their reaction to the general concept of WINTERIM II and to assess their needs and interests for future program development. Specific questions related to: overall satisfaction with the WINTERIM II program, their interest in future participation, the best time to schedule future activities, which sessions should be repeated, ideas for new workshops and suggestions for future programming. In addition, participants were asked to respond to two questions related to the individual sessions they attended: specifically, (1) did the session(s) meet their expectations, and (2) what was the main purpose for attending the session(s). A detailed analysis of the survey results can be found in the Survey Analysis Report. The following is a summary of those results.

Returns: A total of 93 responses (42%) were received from the 233 questionnaires originally sent to all participants.

Overall Satisfaction: Overall satisfaction was also very high. When asked to respond on a 6 point scale (scale range from 1 - not at all to 6 - a great deal), satisfaction averaged 5.5 (quite a bit). No significant differences were observed when the responses were examined according to respondents' position or years of service at Buffalo State.

Future Participation: Approximately 99% (N=92) of those responding indicated an interest in participating in another program like Winterim II. In addition, 17 of the 93 respondents indicated an interest in presenting at future programs.

Time Activities Should Be Scheduled: Multiple responses to this question identified the Winter Intercession (88 responses) as the most favorable time to schedule a program like Winterim II. Summer session was the second most popular time (38 responses), followed by the end of the Spring term (30 responses). Additional suggestions included: scheduling sessions after 4:30 P.M., during lunch, during the semester and on weekends.

Future Workshops/Sessions: The many suggestions that were made were grouped into four categories: Computers, Professional Growth, Personal Growth and General Interest and Just for Fun. In addition to the computer sessions that had been offered in the past, respondents indicated an interest in computer application programs for new users of dBase III, Introduction to Cobal, SAS and SPSS, Understanding How to Use the Mainframe and Solving Office Problems with dBase III and Lotus.

In the Professional Growth category, multiple responses suggested a repeat of the Retention seminar as well as seminars dealing with other critical issues facing the college. Additional suggestions included such topics as secretarial development (phone etiquette, career planning, morale development), interpersonal relations within office/work place, issues affecting instruction and counseling students on career plans.

Multiple suggestions in the Personal Growth/General Interest category were recorded for sessions dealing with art, music, crafts, health and nutrition, physical fitness, planetarium studies and wellness. Other interesting options included studying the architecture of Buffalo, the philosophy of eastern religions, the environment and a proposed program to examine the foreign influence on our country's industry, trade and diplomacy.

Just for fun topics included a dart tournament, flower arranging, cake decorating, pizza and bread making, antiques and the art of refinishing.

Suggestions for Future Programming: Suggestions were grouped according to units (CSEA, MC*, Faculty, Professional Staff). Faculty responded with the most suggestions and were primarily concerned with the qualityy of the program. They were interested in being part of both the planning and the evaluation of Winterim and were most concerned with being able to use what they had learned. Key to their responses was the question: "How can I be a part of the process?"

CSEA personnel were most concerned with having the time and being allowed to attend the sessions. They were interested in being recognized for their attendance and offered suggestions regarding program details and structure. Key to their responses was the question: "How can I go and will it count."

The Professional Staff offered the least number of suggestions. They were concerned with the schedule and obtaining credit and recognition for attendance. They expressed an interest in attending follow-up sessions and receiving materials related to the subject matter discussed. Key to their responses was the question: "How can I benefit?"

*MC Personnel did not offer any suggestions for future programs.

Individual Sessions: Participants were asked to indicate, on a scale of 1 (not at all) to 6 (a great deal), to what extent the session(s) met their expectations. Based on an average of all responses, 20 of the 28 sessions rated very high (5.0 - 6.0) in meeting participants' expectations. Sessions rating moderately high (4.0 - 4.4) in meeting expectations included: Substance Abuse, Personal Photography, Critical Thinking, Lotus 1-2-3 and Racism/Sexism in the Curriculum. Three sessions were rated in the Some category (3.4 - 3.6), including Advanced dBase III, Bowling and The Adult Learner.

In addition to their expectations, participants were asked to indicate their main purpose for attending each session. The following four point scale was used to group the individual sessions: 1 (Just For Fun); 2 (Personal Growth); 3 (Professional Growth); and 4 (General Interest). When we examined the 50% and over category of responses, we found that 20 of the 28 sessions were attended for professional and personal growth reasons. Most of those sessions rated high or very high in meeting participant expectations (5.0 - 6.0). Personal Photography, attended primarily for personal growth, and Lotus 1-2-3 and Racism/Sexism in the Curriculum, attended primarily for professional growth, met expectations at a moderate level (4.0 - 4.4), while Advanced dBase III and The Adult Learner sessions, attended primarily for professional growth were only somewhat successful in meeting participant expectations (3.4 - 3.6). For a complete review of the expectation/purpose comparison please consult the Survey Analysis Report.

PARTICIPANT COMMENTS: Sixty eight participants chose to comment on the Winterim II program. Their remarks, considered extremely valuable to the evaluation process, were categorized according to five areas: General Program, Individual Sessions/Presenters, Professional Growth, Sense of Community and Refreshments. A complete list of these comments appear in the Survey Analysis Report. It seems appropriate, however, to complete this segment of the report by including selected participant observations.

Regarding the program in general...

"As a newcomer to campus I find the concept of Winterim innovative - an opportunity to learn things I want to know, not readily available elsewhere."

"The sessions you have offered are excellent in variety and interest. Thank you for providing this opportunity - the planning, attention to details and effort are evident."

Regarding Individual Sessions/Presenters...

"I greatly enjoyed the session on Retention. It was well organized and a valuable experience. A WELL DONE to all involved, especially to you, Sarah!"

"Mr. Nadel's presentation was interesting, thought-provoking and very entertaining"..."Several people told me they would have signed up for this session if they had known it dealt with pain management."

"Fred Chapman made this day both a learning and fun experience."

Regarding Professional Development...

""I Think that the Winterim II concept is an excellent opportunity for personal and professional growth and development for faculty and staff alike. I think a summer session should be added."

"I feel better knowing more about my place of employment."

"Winterim sessions provide a great opportunity for additional growth on the job. I hope the concept never fades."

Regarding a Sense of Community Spirit...

"These types of programs improve self worth, morality and a sense of belonging to a campus as a whole rather than feeling alienated. I would be willing to inform others. I feel very strong."

"One has the opportunity to meet other people on campus whom he otherwise would;d not have ,et. It makes one aware of campus programs, departments, activities, etc. and who's doing what."

And finally...

"What a wonderful time we had! It must continue - don't let it die!"

PRESENTER EVALUATION SUMMARY

PRESENTER EVALUATIONS: Questionnaires were also sent to the 46 individuals responsible for arranging and presenting specific Winterim II sessions. The intent of this inquiry was to determine their interest in presenting in the future, problems encountered during their presentations, suggestions to improve the Winterim format and their ideas for future programs.

Returns: Twenty five (25) of the 46 presenters (54%) responded to the survey.

Interest in Future Presentations: Twenty one (21) of the 25 presenters indicated a willingness to present the same session during the next Winterim program. When asked it they would be willing to present a different session, 18 indicated yes while one presenter responded with a maybe. Twenty three (23) presenters indicated that they would like to be contacted to present again.

New Session Ideas: Fifteen presenters indicated that they would be interested in presenting a different session in the future. Among the topics suggested were:

A Mini Course in Dance Movement
Bread Making: Different Recipes, Different Shapes
Portrait Photography
Substance Abuse: Counseling and Home Intervention
Stress Management and Relaxation Techniques
Strategies for Minority Student Retention

Problems Encountered: Very few problems were reported. Those that were involved lack of sufficient time for presentations, too few faculty in attendance and the need to either formalize or re structure sessions to accommodate participant interaction.

Recommendations for Change: Ten suggestions were made which were primarily concerned with scheduling sessions to avoid conflicts and increasing overall attendance across departments and personnel units. One respondent did remark, when asked to suggest change: "A 100% increase in participation says you are doing something right!"

Suggestions for Future Sessions: A number of suggestions for future programs included:

Management Sessions for New and/or Middle Management Personnel
History of Buffalo: Its Ethnicity, Economics, Architecture
Career Development Seminar Presenting Second/Changing Career Options for Faculty/Staff
Seminar sessions dealing with Current Issues such as the Middle East, Politics, Racism, Sexism, etc.

PRESENTER COMMENTS: Sixteen presenters chose to comment on the program in general or on specific areas of interest or concern. A complete listing of these subjective observations, considered very valuable to the entire evaluation process, may be found in the Survey Analysis Report. However, it does seem appropriate to close this summative report with some of their thoughts.

"Thanks for the hard work you did to make Winterim work so well."

"...For me, the Winterim seminars have been wonderful ways to meet and to stay in touch with colleagues on campus, people whom I would not meet otherwise..."

"This was my first involvement with Winterim, and I found it to be a well run, organized project that brought us together as a staff. (Of special note - the nice letter of appreciation and recognition certificate I received today - a very nice way to say thank you!)"

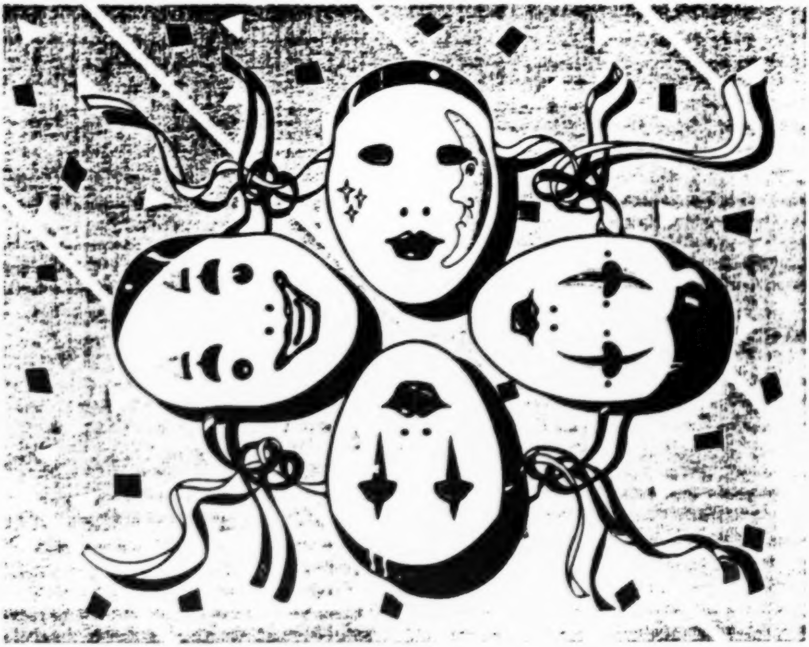
"What's in my mind is that your office did a fabulous job!!"

"Had a great time. Participants enjoyed session as well. I am very supportive of the concept of Winterim. Both Sarah and Wendel did an excellent job with the administration of the program."

And finally...

"As a member of Oswego's Professional Development Committee, I want to compliment you folks - **you are way ahead of us in programming!"**

PRESENTING . . .



PERFORMANCES

OF

WINTERIM III

1988

WINTERIM III is just one of the many opportunities developed by

the

STATE UNIVERSITY COLLEGE AT BUFFALO

Office of Academic Affairs
Office of Faculty/Staff Development
Office of Faculty and Staff Relations
Faculty/Staff Development Council

as part of a continuing program of
faculty and staff development.

Personal and professional welfare
is a concern for all of us.

Mechanical production

by

Joanne Pease
Office of Faculty/Staff Development

and

Instructional Resources

NOTES ABOUT WINTERIM III

Here we are for our third consecutive performance offering a wide variety of sessions for your professional and personal enjoyment. You will notice that many of the presenters are doing encores from one of the past two years. Standing ovations have once again persuaded them to volunteer their services for which we are grateful and indebted. There are also a number of opening debuts by contributors anxious to provide you with the kind of programming requested in past Winterim evaluations. We want Winterim to be your program; one that is responsive to your needs and interests. A big and heartfelt **THANK YOU** is in order for that great group of volunteer session leaders and presenters who are again ready to contribute their knowledge, skills and time for our benefit. We are also grateful to Sarah Anderson who coordinated the first two Winterim programs and provided us with ideas and a model to follow.

The variety of sessions this year should accommodate almost every taste on campus if we correctly interpreted your past evaluations. That includes the taste for food and fun as well as for knowledge and skills. You'll find sessions ranging from the classics to the avant-garde; some with a special appeal for faculty, others for administrators and professionals and some for clerical and other staff. We hope that more students will find their way to the sessions this year just as we encourage you to invite your spouse and kids to any of the sessions that will appeal to them.

Read this program guide carefully, and complete and return the registration form at the back promptly. There is no limit in the number of sessions you can attend. Look for a confirmation of your registration and we will look forward to seeing you at Winterim III. All of us are in for another enjoyable learning, sharing and social kickoff to the spring semester. Join us and catch the spirit of community, the Buffalo State College community.

At your service,

Linda Pinkard
Winterim III Coordinator

Wendel Wickland
Coordinator of Faculty and Staff Development

ACKNOWLEDGEMENT

WINTERIM III is supported in part by a grant from the

Office of Academic Affairs

ACT I

Keeping up with the times - Computers

SCENE ONE Boot-up!

PURCHASING A MICROCOMPUTER (open to all)
1:30 P.M. - 4:00 P.M. January 6
Twin Rise 208

Are you considering the purchase of a microcomputer? This session will offer recommendations for hardware and software and answer technical questions about them. Information will also be available about special purchase arrangements that may be in existence for SUNY faculty, staff and students.

For further information contact: Dan Mocciolo
telephone 4611

COMPUTERIZATION IN ACADEMIC OFFICES
MICRO PROCESSING OF STUDENT INFORMATION (open to all)
9:00 A.M. - 11:30 A.M. January 7 - January 8
South Wing B-12

These sessions will be for information gathering and sharing on how computerization can be used for student record keeping in academic departments. Come and talk with us about the sort of tasks which need to be computerized. The use of a Public Domain database, PC-File, will be demonstrated for storing student information, generating mailing labels and mail merge letters.

For further information contact: Dewayne Beery
telephone 5901

SCENE TWO Software Solutions

BUFFALO STATE APPLEFEST '88! (priority to faculty)
9:00 A.M. - 11:30 A.M. January 4
Butler Library Apple Computer Room

There exists on the campus an informal network of Apple II users yet there is little opportunity for contact among such persons. Most of the formal inservice programs deal with IBM and IBM-Compatible machines. It is felt that this "Applefest" will demonstrate that there is a need to address the concerns and computer capabilities of Apple II users.

METHOD OF PRESENTATION: Through discussion, small groups demonstrations, "hands-on" computer use, sharing of relevant articles and literature. The following will be presented: The possibilities and applications of Apple Works, assets and liabilities of various word processing programs, strengths and weaknesses of grade book programs, telecommunications, educational software (preschool through higher education), applications for teachers and administrators, games, programming, sharing of public domain programs, and determining purchase needs.

For further information contact:
Bruce Baum
telephone 4412/5611

WORD PROCESSING: WORDSTAR 2000 (open to all)
9:00 A.M. - 11:30 A.M. January 4 - January 6
South Wing B-25

An introduction for new users of Wordstar 2000 to its menus and commands. Participants will create, edit and print a document, work with the spelling checker and have time for practice. Space is limited to 24 participants.

For further information contact:
Paul Bardak
telephone 4611

PC-SIG PUBLIC DOMAIN SOFTWARE FOR IBM PC's AND COMPATIBLES (open to all)
1:30 P.M. - 4:00 P.M. January 7
Twin Rise 208

Buffalo State has recently acquired the PC-SIG public domain software library (containing 817 disks), and is making these disks available to faculty, staff, and students of the college. The library contains a wide variety of programs dealing with such topics as Business, Education, Computer Instruction, Finance, Games, Home Applications, and many others. The seminar will explain how to acquire these programs from your office or home via your PC or compatible and a connection to the campus VAX 8600 computer.

For further information contact:
Paul Bardak
telephone 4611

INTRODUCTION TO DATATRIEVE (SUCB faculty & staff)
9:00 A.M. - 11:30 A.M. January 7 - January 8
Ketchum Hall 302

DATATRIEVE is a database-like interactive language and report-writing tool on the Vax. It can help you keep information organized and up-to-date efficiently and quickly.. This hand-on seminar will examine the more commonly used commands and give some practical experience using Datatrieve to maintain, manipulate and manage data files on the Vax. Space is limited to 20 people.

For further information contact:
Paul Reynolds
telephone 4611

INTRODUCTION TO A SPREADSHEET (open to all)
9:00 A.M. - 11:30 A.M. January 7 - January 8
South Wing B-25

This session introduces a public domain spreadsheet, ExpressCalc and the skills to use it. This Lotus-clone spreadsheet can be used for entering, modifying and printing columnar information.

For further information contact:
Fred Floss or Ted Byrley
telephone 4606

COMPUTER ASSISTED INSTRUCTION ON THE VAX (SUCB faculty & staff)
1:30 P.M. - 4:00 P.M. January 8
Twin Rise 208

This will be an introduction to the facilities for lesson creation on the Vax. Some of these facilities include an 8 hour course to introduce the Digital Authoring Language, the DAL itself and templates to be used with DAL for the delivery and storage of drill items. Three pre-defined templates are multiple choice, tutorial and paragraph comprehension. Examples of CAI drills written at other colleges will be shown by dialing into the Iowa State Clearinghouse for Academic Software.

For further information contact:
Mary Ann Meyer
telephone 4611

COURSE INFORMATION FORMS GENERATION (open to all)
9:00 A.M. - 11:30 A.M. January 11 - January 12
South Wing B-25

These sessions will be hands-on use of Dbase III to store course information and Wordstar 2000 to print this information as a Course Input Form. Wordstar 2000 release 3 may be used for forms generation. Come and tell us your needs to store information and generate forms.

For further information contact:
Barb Metivier
telephone 4611

Anyone for a friendly game?

****

If you have already been working with computers, you know that there are days when the frustration is greater than the accomplishmnet. We hope that your sessions in Winterim will alleviate that problem (...but we all know that computers have a mind of their own). If you are participating in a Winterim computer session, you may be ready to climb the walls or at least rest your eyes and move your body by the time you finish. At that point why not do what many other Winterim participants will be doing on January 11th - get involved in some good athletic competition. Look at the registration form at the back of the brochure and sign up for one or both of the bowling and racquetball tournaments.

****

ACT II

We just get better . . . .

SCENE ONE High Tech is in

LASER DISC DEMONSTRATION (open to all)
9:00 A.M. - 11:00 A.M. January 5
CC-W

Miss Jean M. McKenna will demonstrate the Corporate Training Center's COMSELL courses which are interactive laser disc courses working with an IBM PC computer. These courses demonstrate word processing, spreadsheet and Dbase principles. There will also be time spent demonstrating laser disc application for large group instruction.

Instructional Resources has a laser disc library of approximately 25 titles which may be borrowed and used in classes in the Communication Center. The Academic Skills Center has two laser disc set-ups which are available for faculty and student use.

For further information contact: Don Brennan
telephone 4538

MAKING THE MOST OF AV EQUIPMENT (open to all)
9:00 A.M. - 12:00 P.M. January 11
CC 200

For most of us the communication center is just a round building with lecture halls and a mysterious maze of corridors. Through lecture, demonstration and "hands-on" experience this workshop will change your thinking by introducing you to the wide variety of audio and visual services and equipment currently available for use by both faculty and staff. By the end of the session you will see it as a tool for your use.

For further information contact: Art Arent
telephone 4535

. . . . and better

SCENE TWO   Sharpen Up!

COGNITIVE PREFERENCES (LEARNING STYLES) AND THEIR IMPLICATIONS FOR INSTRUCTION: AN INTRODUCTION TO THE MYERS-BRIGGS TYPE INDICATOR (open to all)

9:00 A.M. - 12:30 P.M.
1:30 P.M. - 5:00 P.M.
January 5
Twin Rise 104

This intensive one-day workshop offers participants an opportunity to identify their own cognitive preferences and to learn to identify those of their students. Differences in cognition imply of necessity differences in instruction. Activities will be conducted to help participants develop teaching strategies appropriate to effectively reach all students. Space is limited to 15 participants.

For more information contact:

Mario Yepes-Baraya
telephone 4429

WRITING ACROSS THE CURRICULUM (faculty & education majors)

9:00 A.M. - 11:30 A.M.
January 5
Twin Rise 200

With all departments now required to offer some courses that provide students with significant experience in writing, many faculty are faced with the challenge of incorporating more writing assignments into their courses. This session is intended to provide ideas and approaches for making this manageable. A panel of faculty who are teaching writing-intensive courses in a variety of disciplines and professionals who provide writing assistance will present their suggestions and solicit discussion of issues and practices.

For further information contact:

Nan Lund
telephone 5901

TEACHING STUDENTS WITH DISABILITIES: PRESENT ISSUES AND FUTURE CHALLENGES (open to all)

9:00 A.M. - 11:30 A.M. January 6

Twin Rise 200

The number of students with physical and learning disabilities at SUCB has increased dramatically in the past few years. The purpose of this seminar is to explore helpful classroom teaching strategies, identify legal requirements, and examine the scope of auxiliary support services that exist on campus for such students.

For further information contact:

Ed Hattauer
telephone 4436

CRITICAL THINKING

9:00 A.M. - 2:30 P.M. (open to all)

Lunch break 12:00 - 1:00

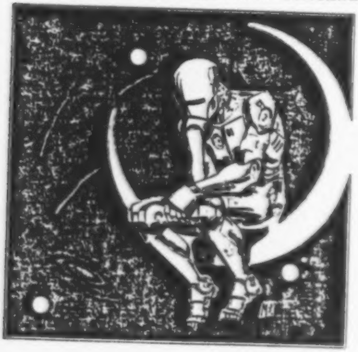
January 5

CC N2B

What do we mean by critical thinking? How well is it practiced and how can we stimulate students to become more involved in its use? In this full day workshop you will explore the nature of critical thinking, its competitors and its problems. Exercises relevant to the practice of critical thinking, in such areas as decision making, will be reviewed. Following lunch (on your own), attention will be given to the application of critical thinking in your particular discipline.

For further information contact:

George Hole
telephone 3025



WOMEN'S STUDIES ONLINE: INTERDISCIPLINARY, INTERNATIONAL, INTERCULTURAL (open to all)

9:00 A.M. - 4:00 P.M. January 11

Butler Library 210

Exchange scholars Suzanne Hildenbrand, from the State University of New York at Buffalo Library and Information Studies, and Nancy Seale Osborne, from the State University College at Oswego, will provide in-depth guidance into search techniques for women's studies resources. It is a "must" session for anyone interested in research or curricular materials relating to women studies. Emphasis will be placed on computer searches and intercultural, interdisciplinary and multinational document sources. Women's Studies is co-sponsoring this important session with the Political Science Department.

Note: A fee of $6.25 will be charged to cover the cost of lunch.

For more information contact:

Sarah Slavin
telephone 6205

SCENE THREE

Making Things Happen

TALK OR COMMUNICATE? (open to all)
9:00 A.M. - 11:00 A.M. January 6
Twin Rise 104

Have you ever dreamed of captivating an audience and holding them in rapt attention while you deliver that important speech or significant lecture? It is not that difficult if you know and practice basic communication skills. We will discuss the impact on the audience of vocal delivery and how to add interest, dynamism and source credibility. Our focus will be on the significance of analyzing your audience and adapting your presentations to meet their needs.

For further information contact: Robert Elmes
telephone 6810

THE AMERICAN UNIVERSITY AND THE PLURALIST IDEAL (open to all)
Session I 8:30 A.M. - 12:00 P.M. January 7
Session II 1:00 P.M. - 4:00 P.M
Twin Rise 104

This daylong workshop series provides the campus community with an opportunity to look intensively at "The American University and the Pluralist Ideal: How to develop a pluralistic living and learning environment on the Buffalo State College Campus." Program participants will explore:

1. What will it mean to study, teach and learn in a pluralistic society where the overwhelming majority of the people are colored? (Session II)
2. Can a college transcend its societal setting and develop an environment that allows for concrete pluralism, real diversity and healthy integration? (Session II)
3. How do we prepare for a more ethnically diverse population? (Session I)
4. How does the pluralist ideal effect retention, housing and the curriculum? (Session I)

To search for answers we must have an open, honest and perhaps painful dialogue which will challenge and dispels myths, rephrase current definitions, while exploring a new frontier subject...pluralism.

Register for either or both sessions

For more information contact: Gail Wells
telephone 4631

ARE THOSE MEETINGS A WASTE OF TIME??!! **(open to all)**
10:00 A.M. - 11:30 A.M. January 8
Twin Rise 200

Meetings are an inevitable part of organizational life. There are techniques that can be used to make meetings more productive. Whether you are the chair or a participant, you can influence what happens in your group's meetings.

Common purposes are found in all meetings: departmental, campus-wide, civic or social. This program will present appropriate strategies to use when conducting or participating in committees, planning groups or other small group sessions.

For further information contact: John Frederick and Kathy Moran
telephone 5533 or 5336

Have you seen sessions that your husband, wife or children might find interesting? Remember, they are welcome to register for sessions as long as they are available. You should note that there are a few that are limited to faculty and staff or other classifications of participants, but most are "open to all". Some of the sessions will fill rapidly while others will be able to accommodate large numbers. If you have questions, please call us at 4328.

ACT III

This part's for me

SCENE ONE Heaven and Earth

EXPERIENCE THE UNIVERSE:
CELESTIAL OBSERVATIONS **(open to all)**
9:00 A.M. - 12:00 P.M. January 4

THE FERGUSON PLANETARIUM
New Science 115

When you look into a beautiful, star-filled, night sky, what do you see? Is it just a backdrop of twinkling lights, or are you able to have a story unfold before you told by the patterns and movements of the stars and planets. In this planetarium workshop you will be introduced to the use of star charts to assist you in observing the night sky. You will have the opportunity to observe and measure the positions of night stars and will be encouraged to look for patterns of change. You will also be given the opportunity to observe the movement of the sun and make determinations about the direction of sunrise and sunset, identify the appropriate season and give the location of the sun's path. The story will begin to unfold.

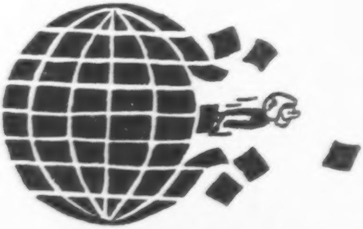
For further information contact: Art Gielow
telephone 4911

EXPERIENCE THE UNIVERSE: AN EXPLANATION
OF CELESTIAL AND TERRESTRIAL MOTION **(open to all)**
9:00 A.M. - 11:00 A.M. January 6

THE FERGUSON PLANETARIUM
New Science 118

An experience all of us have had at one time or another is to look into the heavens and find our minds filled with questions. In this session, you will be given the opportunity to discover the answers to some of your questions. It will begin by answering the questions "does the earth move with the planets around the sun or do the planets and sun move around the earth? You will devise heliocentric and geocentric models for observing individual planets and will evaluate which system provides the simpler explanation of your observations.

For further information contact: Art Gielow
telephone 4911



"THE UNIVERSE OF DR. EINSTEIN"

2:00 P.M. - 3:00 P.M.

(open to all)
January 8

THE FERGUSON PLANETARIUM
New Science 115

What would the world look like if we rode on a beam of light? That is the immensely simple question Albert Einstein asked. The answer he found changed the world. Einstein's discoveries penetrated the hearts of stars and to the farthermost reaches of the cosmos. Enter this incredible realm with Winterim 88.

For further information contact:

Art Gielow
telephone 4911

PROPAGATION AND CARE OF HOUSE PLANTS

9:00 A.M. - 12:00 P.M.

(open to all)
January 6

New Science 201

Wait! Don't throw away that Schefflera and Ficus just because they are turning yellow and brown. If you're wondering why those once beautiful and healthy ivy's and ferns are now looking sick and spindly, just ask Tom. Tom Mitchell, one of Buffalo's prominent horticulturist from McKinley High, will cover the care of plants that are found in the home and office. You will learn about insects and diseases that attack your plants and what to do about them. Everyone will have a chance to propagate and work with some of the species by hands on experience. You are encouraged to bring in samples of problems that you may have in your home or office. Time will be allowed for questions and answers.

For more information contact:

Thomas Mitchell
telephone 875-6700

LANDSCAPE MAINTENANCE AND THE HOME OWNER

1:00 P.M. - 3:00 P.M.

(open to all)
January 6

New Science 201

So you say you've always wanted to be featured on the cover of Better Homes and Gardens magazine for your beautiful yard? You want to be the envy of every home owner on your block? Here's your big chance! This afternoon session will be devoted to outside plants and their care. You will learn landscape design principles, how to shop and choose plants and the culture of plants. A video on landscapes in and around Buffalo illustrating both good and bad landscaping will be shown. Please come with problems regarding your trees and shrubs (pictures or samples). Time will be allowed for questions and answers.

For more information contact:

Thomas Mitchell
telephone 875-6700

SCENE TWO Towards Better Health

HYSICAL FITNESS (faculty and staff)
:00 P.M. - 3:00 P.M. January 4 - January 6
Houston Gym

The Annual Winterim Physical Fitness Seminar will consist of three essions involving physical fitness assessment and active participation in physical fitness program of your choice. You may attend all three essions or select only those that meet your needs.

The first day will include lecture and testing on different aspects of itness including a personal health inventory. Day two will involve articipation in programs of weight training, flexibility and aerobic xercise.. The third day will involve participation in cardiovascular rograms including jogging, stationary bicycle riding and swimming for itness. You must come prepared to participate in physical activity.

OTE: Watch for continuing sessions of health and fitness beginning later n January. The H.P.R. and Employee Assistance Program will conduct a six eek wellness program including aerobics, stretching and toning. What a erfect way to restore your body to its pre-holiday condition.

Look and feel great in '88!

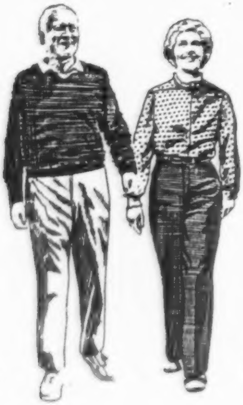
or further information contact: Don Barr
telephone 6525

ASE AND EFFICIENCY IN MOVEMENT (open to all)
:00 P.M. - 3:00 P.M. January 5
Rockwell Hall 22

Muscles loosing tone? Occasional aches and pains? Learn how to apply he basic principles of movement to your everyday activities and achieve a ew ease and grace of movement.

or more information contact: Myron Nadel
telephone 6401

SCENE THREE   You need to know



CAREGIVING: PRACTICAL HELP FOR RELATIVES AND FRIENDS WHO CARE FOR AN ELDERLY PERSON

(open to all)

Session I: 9:00 A.M. - 12:00 P.M.   January 12
Session II: 1:30 P.M. - 4:00 P.M.   January 12
CC S2

Are you worried about caring for an elderly parent, relative or friend now or in [illegible]? Do you know what legal rights you have as a caregiver [illegible] know what community resources could help you?

The CAREGIVERS Workshop will provide information on the following topics:

Session I:

Financial and Legal Issues
Government Benefits:
  Social Security
  Medicare
  Medicaid
Health Insurance Benefits

Legal Rights and Responsibilities
Power of Attorney
Conservatorship
Transfer of Property
Liability of Caregiving
Trusts

Session II:

Accessing Available Services
Community Services
In-Home Health Care Services
Service Alternatives

Register for either or both sessions

Sponsored by the Personnel/Employee Relations Office - The Employee Assistance Program

Coordinated by the Medical Assistance Training Institute of the Center for the Development of Human Services

For further information contact: Susan Earshen
telephone 4821

SCENE FOUR Just for the fun of it

YOU CAN HAVE YOUR BREAD AND EAT IT TOO (open to all)
9:00 A.M. - 3:00 P.M. January 8
Caudell Hall 118

Here we go again! For the beginner, a basic recipe will be used to create a delicious loaf of bread. The returning veteran of last years class will be involved in special recipes (whole wheat, beer bread, rye, etc.). Following lunch (on your own) you will join your fellow bakers in tasting and enjoying the "fruits" of your labor. Please call for details.

For more information contact: Fred Chapman
telephone 5222

SING! SING! SING! (open to all)
1:00 P.M. - 3:30 P.M. January 11
Rockwell Hall 106

"Fiddler on the Roof", "West Side Story", Duke Ellington Medley. Sound familiar? Like to sing? That makes you eligible to come and sing along with us as we get together to enjoy the fellowship of good music. No, you don't have to have performed on Broadway; the shower is good enough. We will find the music; you just have to find your notes.

For further information contact: Raymond Tymas-Jones
telephone 6415

ROCKWELL NOOKS AND CRANNIES
(open to all)
1:00 P.M. - 4:00 P.M. January 11
Rockwell Hall

Our diamond in the rough has become a beautiful jewel. Have you seen it in all its glory? Here is your chance to have a detailed look at all that Rockwell Hall has to offer. This tour will include The Art Conservation facilities, dance studios, Burchfield Center, auditorium and special hideaways that put the sparkle in this gem.

For further information contact: Steve Scott-Martin
telephone 3032

WINTERIM III
REGISTRATION INFORMATION

Please complete the following registration form. Clip and return it to the Office of Faculty/Staff Development, GC 415 **NO LATER** than **DECEMBER 16th.**

You may choose one of more of the following sessions.
Some sessions will have limited availability;
send in your registration today

SESSION	DATE(S)	TIME
Applefest 88	Jan. 4	9:00 - 11:30
Celestial Observations	Jan. 4	9:00 - 12:00
Wordstar 2000	Jan. 4 - 6	9:00 - 11:30
Physical Fitness	Jan. 4 - 6	1:00 - 3:00
Laser Disc Demonstration	Jan. 5	9:00 - 11:00
Writing Across the Curriculum	Jan. 5	9:00 - 11:30
Learning Styles	Jan. 5 - 8	9:00 - 5:00
Ease and Efficiency in Movement	Jan. 5	1:00 - 3:00
Talk or Communicate?	Jan. 6	9:00 - 11:00
Teaching Students with Disabilities	Jan. 6	9:00 - 11:30
Propagation/Care of House Plants	Jan. 6	9:00 - 12:00
Celestial/Terrestrial Motion	Jan. 6	9:00 - 11:00
Landscape Maintenance	Jan. 6	1:00 - 3:00
Purchasing a Microcomputer	Jan. 6	1:30 - 4:00
Critical Thinking	Jan. 7	9:00 - 2:30
PC-SIG Public Domain Software	Jan. 7	1:30 - 4:00
Pluralistic Ideal - I	Jan. 7	8:30 - 11:30
Pluralistic Ideal - II	Jan. 7	1:00 - 4:30
Computerizing the Office	Jan. 7 - 8	9:00 - 11:30
Introduction to Datatrieve	Jan. 7 - 8	9:00 - 11:30
Introduction to a Spreadsheet	Jan. 7 - 8	9:00 - 11:30
Have Your Bread and Eat It Too	Jan. 8	9:00 - 3:00
Meetings a Waste of Time?	Jan. 8	10:00 - 11:30
Vax Instruction	Jan. 8	1:30 - 4:00
Universe of Dr. Einstein	Jan. 8	2:00 - 3:00
Making the Most of AV Equipment	Jan. 11	9:00 - 12:00
Women's Studies Online	Jan. 11	9:00 - 4:00
Tournaments	Jan. 11	TBA
Show Tune Sing-A-Long	Jan. 11	1:00 - 3:30
Rockwell Tour	Jan. 11	1:00 - 4:00
Course Information Forms Generation	Jan. 11 - 12	9:00 - 11:30
Caregiving - Financial, Legal	Jan. 12	9:00 - 12:00
Caregiving - Services	Jan. 12	1:30 - 4:00

BUFFALO STATE COLLEGE

WINTERIM III
REGISTRATION

NAME: ______________________________ DEPT: ______________________

TITLE: ____

OFFICE: ____________________________ TELEPHONE: __________________

Check One: Council 82____ CSEA____ MC____ UUP____ Off Campus____

HOME ADDRESS: ____

____

Please register me in the following sessions:

____________________________ ____________________________

____________________________ ____________________________

____________________________ ____________________________

____________________________ ____________________________

For participants selecting a computer workshop, an alternative choice should be listed in the event that you can not be accommodated.

NOTE: **Don't forget to register members of your family for sessions of particular interest.** For family registrations, please attach a separate sheet giving the name, relationship and sessions attending.

In addition to the Workshop on Physical Fitness offered during WINTERIM III, a Bowling Tournament and a Racquetball Tournament will be scheduled for Monday, January 11. If you are interested in participating in one of the tournaments please indicate your choice below. You will be contacted regarding the schedule.

Bowling Tournament ________

Racquetball Tournament ________

REMEMBER: **Registration forms must be returned to GC 415 NO LATER than DECEMBER 16th.**

Your registration will be confirmed.

The month of

Great Performances

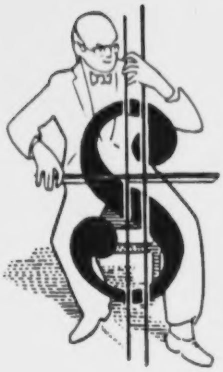
at

Buffalo State

a few good seats remain

JOIN US!

Music to your Ears

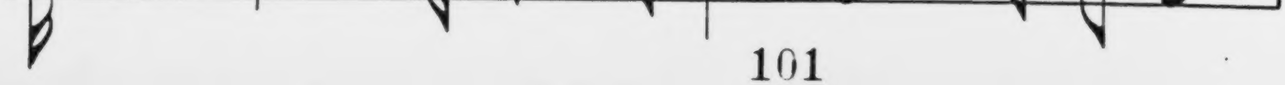


WINTERIM III

TO BE CONDUCTED *January 4–13, 1988*

Stay tuned: Reserved seat selection list to follow!

Something for everyone



WINTERIM III EVALUATION

We are very pleased that you were able to participate in Winterim III and hope that you will take a few moments to respond to the following questions. Your response is important in assisting us to design programs that will continue to meet your specific needs and interests. **We want to hear from you!**

Sincerely,
Linda Pinkard Wendel B. Wickland

****

Check One: __C 82 __CSEA __MC __Faculty __Prof Staff __Family __Off Campus

DEPT: ____

Number of Years at Buffalo State (if appropriate): ________________

****

1. What session(s) would you like to see repeated or included in future programs?

____

____

____

2. What suggestions would you recommend to improve the Winterim Program?

____

____

____

3 Would you be interested in **being a presenter** in the Winterim Program?

YES **NO**

4. If **YES,** please print your name and telephone number and indicate the type of session you would be interested in presenting?

____

____

(over)

5. Did the session(s) you attended meet your expectations?

(List the name of each session and record, in the column marked **EXPECTATION**, the number that best describes your overall reaction.)

not at all	**just a little**	**some**	**a moderate amount**	**quite a bit**	**a great deal**
1	**2**	**3**	**4**	**5**	**6**

SESSION	**EXPECTATION**
______________________________	______
______________________________	______
______________________________	______
______________________________	______

If a particular session did not meet your expectations, please explain:

____

****

WE REALLY WANT TO HEAR FROM YOU!!

This is **YOUR** opportunity to critique this year's performances of Winterim III. Your reactions to the program are very important to us. We hope that, in the space provided, you will comment freely about your experiences as a participant.

Please return this evaluation to Linda Pinkard
Office of Faculty/Staff Development
GC 415 by JANUARY ~~15~~, 1988

WINTERIM III PRESENTERS EVALUATION

Name: ______________________________

Dept.: ______________________________

1. What can the Winterim Committee do to facilitate your presentations of future sessions?

2. What problems, if any, did you encounter in the implementation of your session?

3. What suggestions would you recommend to improve Winterim?

4. Did you like the idea to "mix and meet others" during the a.m. and p.m. breaks? Yes No Did it work? __________

5. Did you have an opportunity to participate in any of the other sessions?

6. Would you be interested in presenting the same session next year? Yes No

7. Would you be interested in presenting a different session and/or a different format of the same session? Yes No

Comments:

WINTERIM III

Winterim III was held from January 4-12, 1988. As part of a continuing program of faculty and staff development, Winterim is sponsored by the Faculty/Staff Development Council, the Office of Faculty/Staff Development, the Office of Academic Affairs and the Office of Faculty and Staff Relations. The objective for Winterim III was to offer a wide variety of sessions for professional and personal growth. Some of the offerings were sessions repeated by request from last year, while others were new or different formats. Several individuals and offices cooperated in planning and managing Winterim III. It's success was the results of the spirit and cooperation among the planners, presenters and participants.

A. COMMITTEE

Our planning began in October with the formation of a Winterim Committee. We wanted to have representation from across the campus including faculty and staff. The committee consisted of the following:

Sarah Anderson, Coordinator of Winterims I & II
Pam Caron, CSEA
Kathy Moran, Office of Academic Affairs
Myron Nadel, Faculty of Arts and Humanities
Richard Parker, CSEA
Frank Pascarella, Faculty of Natural & Social Science
Linda Pinkard, Coordinator of Winterim III
Dennis Ponton, Faculty of Applied Science & Education
Kate Wallace, Office of Students Affairs
Wendel Wickland, Coordinator of Faculty and Staff Development

With the formation of a committee composed of individuals willing to serve, it was our intent to delegate various responsibilities for committee members to carry out while the administrative details and overall coordination would be handled by the Special Programs Office.

B. SELECTION OF THEME

Theme ideas were discussed before deciding on GREAT PERFORMANCES. It seemed an appropriate theme for this year with the recent reopening of Rockwell Hall and the 'encores' for some of last years sessions. (Also it was Wendel's idea). The performance theme was one we could readily carry out with most of the sessions and certainly could be used with any advertising and promotional material.

C. PLANNING

1. Promotionals

A request for Winterim proposals was published in the October 29, 1987 College Bulletin. Faculty and staff who wished to volunteer to present a topic were asked to submit a one page proposal by November 16.

Another means of soliciting topics and presenters was to review last years evaluations that participants and presenters completed. Request for repeated sessions were taken into consideration and individuals were contacted to see if they were willing to repeat a session they had conducted last year either in the same or a different format.

New suggested topics were also explored as well as some fresh ideas offered by committee members. We brainstormed those ideas and searched for prospective leaders who might be qualified and willing to conduct a session. We were successful in getting individuals to lead some of the sessions through personal contact or by telephone calls. Proposals submitted came in slowly through late November causing some delay in finalizing the brochure.

2. Fliers

A flier was developed in early November as a preview of the upcoming 'Attractions'. It carried the GREAT PERFORMANCE theme entitled MUSIC TO YOUR EARS and stated that details would follow soon. This announcement responded to numerous inquiries about Winterim and the" bright yellow brochure". It also served as a teaser for the upcoming Winterim brochure which described all sessions being offered.

D. BROCHURES

1. Layout

Graphics for the brochures were selected by the Special Programs staff with some resources coming from the Instructional Resources office. We attempted to use graphics that continued our performance theme while depicting the various session topics. We also wanted to add some humor in the pictures where appropriate. Once the graphics were selected we were able to do a mock up of the entire brochure including the description of each session to be offered. This also enabled us to know the number of pages required for the brochure which allowed us to estimate the amount of paper we would need to order.

The Instructional Resources staff was instrumental in inserting the graphics for the brochure in a timely fashion after the layout was done by the Special Programs staff. The Quick Copy staff in turn did an excellent job in getting the copying done for us on short notice. There was one minor problem with the paper that was purchased for the brochure. The main considerations given in purchasing the paper were the traditional bright yellow color, the correct size and the cost. However, the weight of the paper was too heavy for folding by machine. We solicited the aid of all work study students in the Academic Advisement, Academic Standards and Special Program offices to hand fold all pages of the brochure as well as attach mailing labels. We now know the correct weight of paper needed for future brochures.

2. Distribution

Winterim brochures were distributed to all departments on campus. Mailings went to members of the College Council and to key personnel at all WNY colleges.

E. REGISTRATIONS

1. Number of individual registrations -

There were 264 individuals who registered for 535 sessions which averaged more than two separate sessions for each participant. Since some of the sessions were more than one day, 706 participant days were involved for Winterim III.

2. Breakdown -

Individuals registering for any session were asked to identify their employment area or affiliation with the college. The breakdown of registrations is as follows:

a) MC - 11
b) UUP - 143
c) CSEA - 67
d) FAMILY - 8
e) OFF CAMPUS - 31
f) STUDENTS -4

3. Over enrolled sessions -

There were two sessions that had more individuals register than could be accommodated. Since both sessions were computer workshops we arranged with Computing Services to offer these sessions again at a later date for those who could not be accommodated during Winterim. Those individuals were notified in writing of the alternate workshops scheduled for February and were assigned to the session. The workshops with over enrollments were PC-SIG Public Domain Software and Wordstar 2000.

4. Under enrolled sessions -

Four sessions were cancelled because of low enrollments (less than seven registrations). However before cancelling we discussed the low enrollments with the presenters and asked their opinion. It was agreed that those sessions should not take place at that time. Each presenter did express a willingness to do something during the semester or possibly offer the session at next years Winterim if enough interest was generated. Sessions cancelled were Laser Disc Demonstration, Making the Most of AV Equipment, Cognitive Preferences and their Implications for Instruction and Writing Across the Curriculum.

5. Confirmations to registrants

All other sessions were able to accommodate the number of registrations, and each person was sent a confirmation of his/her registration.

F. IMPLEMENTATION

1. Space Management

Special Programs staff selected rooms to be used for sessions with the exception of the computer workshops. In a few instances the presenters requested a specific location which we tried to honor. Space Management reserved most of the rooms. Use of the Butler Library, Houston Gym and Rockwell Hall had to be confirmed by administration in those buildings.

2. Maintenance/ Public Safety

Once room reservations were confirmed in writing Maintenance and Public Safety were notified that these sites would be used during the Winterim period and asked that all locations be clean, properly heated and main doors as well as specific room doors be accessible to the participants.

3. Food Service

a) Menu

We planned our snack breaks to be appetizing, adequate and appropriate for the group(s) being served. It was important to try to keep the cost down since we did not have a budget and would have to solicit contributions from various administrative offices. With our late start in planning Winterim we were unable to meet the FSA deadline date to request funds to help defray the cost of the snacks. However we were able to make a good selection of snacks for the morning break while keeping the cost very reasonable. We decided that all afternoon breaks would be served soft drinks and juices. One afternoon session was served a fruit and cheese platter. Snack items for the morning breaks consisted of donut holes, assortment of fruit, mini danish and muffins along with coffee service. We rotated the pastry and fruits so that those attending two or three consecutive days would be served a variety of snacks.

b) Cost

The total cost for morning and afternoon breaks for all sessions over the seven day period was $691.90. It should be noted that we were charged for consumption only for the canned beverages.

c) Ordering

Ordering the food required a complete breakdown of the numbers to be served, the locations for each set-up and the time to be catered. We decided that all sites would be served the same menu on the same days.

d) Funding

The Office of the Vice President of Academic Affairs, the Office of Faculty/Staff Relations and the Office of the President provided the money to cover the cost of the food.

4. Signs and Directions

Volunteers on the Winterim Committee were responsible for posting signs each day of all sessions taking place and giving directions from the main entrance to the locations in the building where the session was being held. The committee tried to carry out the theme and color scheme with these signs which helped to make them readily visible to any Winterim participant. With the exception of one session being moved and not having a sign posted at the original site, all signs and directions were posted.

5. Sessions were conducted in a variety of ways including the following:
   a) Panel
   b) Group involvement
   c) Hands-on (Lab experience)

   Lengths of sessions ranged from two hours to 3 days.

   d) Two Hour Sessions
      1) Ease and Efficiency in Movement
      2) Universe of Dr. Einstein
   e) Half Day Sessions
      1) Applefest
      2) Celestial Observations
      3) Talk or Communicate
      4) Teaching Students with Disabilities
      5) Propagation and Care of House Plants
      6) Landscape Maintenance
      7) Purchasing a Microcomputer
      8) PC-SIG Public Domain Software
      9) Meetings a Waste of Time?
      10) VAX Instruction
      11) Show Tune Sing-A-Long
      12) Rockwell Tour
   f) Full Day Sessions
      1) Critical Thinking
      2) Pluralistic Ideal I & II
      3) Have Your Bread and Eat It Too
      4) Women's Studies Online
      5) Caregiving: Financial, Legal and Services
   g) Two or Three Day Sessions
      1) Wordstar 2000
      2) Physical Fitness
      3) Computerizing the Office
      4) Introduction to Datatrieve
      5) Introduction to a Spreadsheet
      6) Course Information Forms Generation
   h) Cancelled Sessions because of Low Registration
      1) Writing Across the Curriculum
      2) Cognitive Preferences (Learning Styles)
      3) Laser Disc Demonstration
      4) Making the Most of AV Equipment

6. Session Support

In several sessions workshop leaders used audio visual equipment. The presenters were responsible for reserving equipment from Instructional Resources and arranging for set-up and return of all equipment.

G. EVALUATION

Evaluation forms were handed out to participants at the end of their sessions. They could either fill it out and return it to the presenter or mail it in to the Office of Special Programs. We received ninety-one evaluations. Presenters were sent forms a week after Winterim. Fourteen of the presenters responded or sent notes or memos about their sessions.

1. Areas represented

A breakdown of those who attended from the various areas and their length of service at the college is as follows:

	1 - 5	6 - 10	10 + Years
Management Confidential	0	1	4
Faculty	9	2	10
Professional Staff	11	3	4
CSEA	12	2	13

Students, family members and off-campus participants did not respond to that item on the evaluation.

2. Participant responses - positive

The responses from the participants were for the most part positive. Most seemed to be pleased with the presenters and felt they were well prepared and knowledgeable in the area presented. They liked the hands-on experience some sessions offered and felt the interaction allowed in other sessions enhanced the subjects being discussed. Handouts and audio visuals aided in presentations. Some people expressed a desire for sessions to be longer (such as additional half day sessions); however they seemed to prefer the half day sessions to full day ones. The snack breaks received a strong "YES" vote both for the menu as well as for the opportunity to interact with colleagues and meet new people from on and off campus.

a) Faculty

Faculty comments were that Winterim is a great way to learn new programs and to share experiences. (One faculty person stated he/she failed Breadmaking 101.) Their request for future sessions centered mainly with computers although there were request for repeating some of the fun type sessions too.

b) Professionals and CSEA
Some professional and CSEA people voiced opinions about having to use personal leave time to attend sessions however, they felt it was well worth the time. There was lots of praise for the presenters who made the sessions fun and informative.

c) Management Confidential
Management Confidential participants requested more computer courses in the future.

d) Others
Students, Family members and Off Campus people expressed overall satisfaction with the sessions and stated that it was a nice way to meet others on campus and from the community. They too requested several of the sessions to be repeated next year and offered some suggestions for new topics.

3. Participant responses - negative

The most negative responses came from individuals who attended some of the computer workshops. For beginners there was some intimidation because they knew so little about using a computer while those who were computer literate were frustrated and bored because the presenter had to progress rather slowly to include the beginners. There was not a sense of complaining but rather expressions of opinions and they offered suggestions to remedy the situation in the future.

4. Presenters

a) Comments
The consensus of the presenters was that their sessions were successful and each was willing to present a sessions again. The problems they encountered were that not enough time was allowed for a session, low attendance or individuals confirmed but neither cancelled nor attended. An error in the brochure listed an incorrect length of time for one session and one room change not adequately posted to direct participants to new location caused some inconvenience for the presenters. Almost everyone liked the snack breaks and felt it helped their session and those who had pictures taken stated it did not interfere with the session. Frigid temperatures, heavy snows in the outlying areas and sickness caused a greater than normal rate of cancellation. Most of those were last minute withdrawals.

b) Suggestions
When asked how we might solicit their colleagues to be future presenters, suggestions were offered to approach individuals, recruit through announcements in paycheck envelopes, offer money to develop materials used for the sessions, and to give a breakfast or lunch for presenters. As to how we might get more participants suggestions were to announce offerings earlier, increase advertisements, offer on-going sessions throughout the semester, target faculty mailings and "appeal to the collegial

imperative". Suggestions for improving winterims included scheduling Winterim for mid January when professors are on campus, offering a better defined overall program and surveying the campus for suggestions. The majority of comments centered around the computer workshops and the need to set class size limits, and some means of participants verifying their attendance so that a seat is not empty when others have been turned away because of the limits.

H. STAFF RECOMMENDATIONS

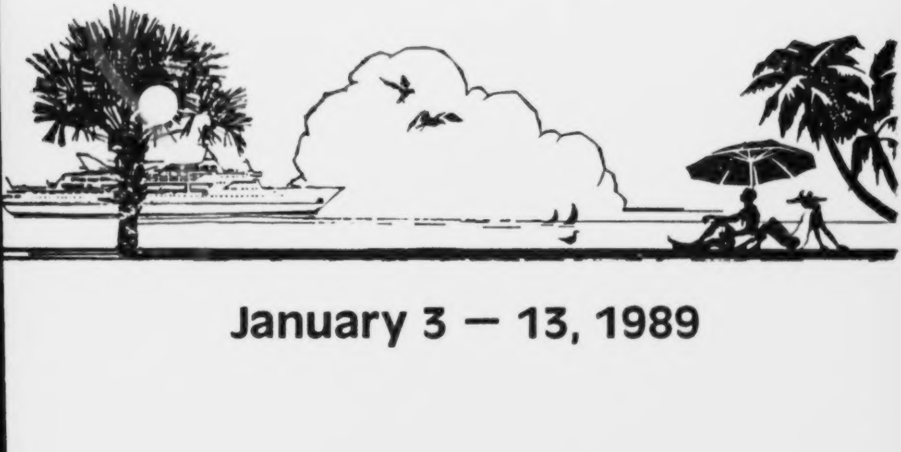
1. Begin planning earlier
2. Utilize the Winterim Committee more
3. Encourage more staff to be presenters as well as continuing to get more faculty involved
4. Continue to offer sessions that are of interest and beneficial to the participants
5. Include a variety of sessions covering topics of professional growth as well as 'just for fun' things
6. Review all suggestions offered for new topics and begin to explore the feasibility of those topics
7. Contact all individuals who stated they would be interested in being presenters next time
8. Meet with Computing Services staff to work out details of offering different levels of workshops for novices and for those who are computer literate
9. Develop a better procedure for participants confirming their attendance and actually attending.
10. Continue to make Winterim a rousing success each year!

I. OTHER RELEVANT COMMENTS

All presenters were sent letters of thanks from Wendel Wickland and Linda Pinkard. Their immediate supervisor, Dean and Vice President were copied. Certificates of Appreciation are being made up to present to each person who conducted a session. Relevant materials concerning Winterim III are stored on computer disc housed in the Special Programs Office.

WINTERIM IV

BE ON DECK



January 3 — 13, 1989

Winterim IV is just one of the many opportunities developed by

the

STATE UNIVERSITY COLLEGE AT BUFFALO

Office of Academic Affairs
Office of Faculty/Staff Development
Faculty and Staff Development Advisory Council

as part of a continuing program of
faculty and staff development.

Personal and professional welfare
is a concern for all of us.

MECHANICAL PRODUCTION BY

Joanne Pease
Office of Faculty and Staff Development
and
Bob Wild
Instructional Resources

WINTERIM IV IS READY TO SAIL

The itinerary is set, the decks are swabbed and the crew is all in uniform. Winterim IV is about to weigh anchor. This cruise will present another ambitious program for your professional and personal enjoyment. Some of the crew are old hands now, and have signed on for another tour of duty. We have, however, shanghaied some fresh talent to meet the demands and expectations of you our passengers. Wait 'til you see what we have to offer on this trip. Of course, there are some of the old favorites that are just as fresh as they were on the first outing. You will also find some new options that will be both challenging and refreshing. Once again, we have listened to you and have tried to respond to your requests and needs.

We want this to be a family outing, not just our professional family but also your own family. Faculty, staff, administrators, students, spouses and offspring are all welcome. Some sessions will have appeal for particular groups, but most will be attractive to almost everyone. There are a few that will have to remain small because of limited space while others will accommodate everyone who wants to be involved. On such a cruise it is hard not to be involved. Try as many things as you want; it is a special opportunity for having fun while you learn.

The galley will be preparing exotic cuisine .... well maybe not so exotic but still delicious and served with a smile. You can't find a better bargain anywhere. Everything is free, the hospitality is great, the fellowship sweet. Come on board. We are waiting just for you!

Read this log carefully, and complete and return the registration form at the back promptly. There is no limit in the number of sessions you can attend. Our first mate will confirm your registration, and we will look forward to having you on board in January for the cruise of WINTERIM IV. Until then we salute you.

At your service,

CREW : Winterim IV Committee
Debbie Blair, Mary Ann Meyer, Kathy Moran, Myron Nadel,
Frank Pascarella, Dennis Ponton, Kate Wallace

OFFICERS: Office of Faculty and Staff Development
Linda Pinkard and Wendel Wickland

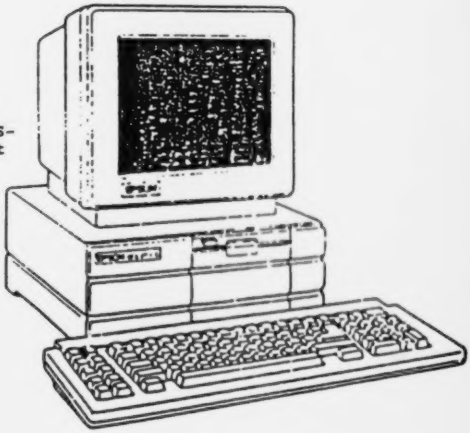
FUNDING PROVIDED BY
THE FACULTY-STUDENT ASSOCIATION

ADDITIONAL SUPPPORT FROM THE FOLLOWING OFFICES
PRESIDENT
ACADEMIC AFFAIRS
FACULTY AND STAFF DEVELOPMENT

Computer Deck

All computer workshops are hands on except for those on January 11 and 12.

Prerequisite note: Attendance at an MS-DOS seminar on January 3 (or equivalent knowledge) is a prerequisite for workshops on PC-Write, Course Input Forms, the Wordstar 2000s, and Spreadsheet.



INTRO TO MS-DOS
(for hard disk computer users)
9:00 a.m. - 4:00 p.m.   January 3
Chase B-3

An introduction for users who are new to IBM-compatible microcomputers. This workshop will instruct on the basic operation and commands of the Zenith Operating System, and on the BACKUP and RESTORE commands for protection of hard disk files. This workshop is a prerequisite for ALL other IBM-compatible micro software workshops.

For further information contact: Dan Mocciolo
telephone 6626

INTRODUCTION MS-DOS
(for 2 floppy disk computer users)
1:30 p.m. - 4:00 p.m.   January 3
South Wing B-25

For users who are new to IBM-compatible micro computers, this workshop will instruct on the basic operation and commands of Zenith Operating system such as copying files and making disk backups. This workshop is a prerequisite for ALL other IBM-compatible micro software workshops.

For further information contact: Mary Ann Meyer
telephone 4611

PC-WRITE

9:00 a.m. - 11:30 a.m. January 4
Bishop Hall B-12

PC-Write, when word processing is needed, can be an ideal solution to classroom software problems. This versatile public domain, DOS-based software can do almost everything the high priced processors can do and comes without the twin problems of cost and security.

For further information contact: Charles Adair
telephone 6008

INTRODUCTION TO THE MACINTOSH

1:30 p.m. - 4:00 p.m. January 4 & 5
Twin Rise 208

An overview of the mouse driven, pull-down menu operation of the Apple MacIntosh microcomputer. Software to be used will be MacPaint, MacDraw and Excel for spreadsheets.
For further information contact: Paul Bardak
telephone 4611

WORD PROCESSING: WORD PERFECT ON MACINTOSH

9:00 a.m. - 11:30 a.m. January 9 & 10
Twin Rise 208

Version five of Word Perfect software is excellent for desktop publishing. It includes a variety of fonts and page layouts with commands easily executed by screen pointing with the mouse.

For further information contact: Dan Mocciolo
telephone 6626

WORD PROCESSING: WORDSTAR 2000

9:00 a.m. - 11:30 a.m. January 5 & 6

South Wing B-25

An introduction of Wordstar 2000 to its menus and commands for new users. Participants will create, edit, and print a document, work with spelling checker and have time for practice. The release 2 version will be used. This is the last time Wordstar introduction will be offered.

For further information contact: Dan Mocciolo
telephone 6626

WORDSTAR 2000 FOR RESEARCH/PUBLICATION

1:30 p.m. - 4:00 p.m. January 9 & 10

South Wing B-25

Footnotes, special formatting (i.e. margins, tabs, columns), special characters (i.e. Greek letters), how to sequentially print one large document (a book) when your text is stored in two or more separate files will be covered. Knowledge of MS-DOS and Beginning Wordstar or attendance at those workshops is a prerequisite.

For further information contact: Barb Metivier
telephone 4611

INTRODUCTION TO PRO-CITE: A DEMONSTRATION WORKSHOP

9:00 a.m. - 11:00 a.m. January 6

Butler Library 210

Pro-Cite is a specialized database management system designed to create, manage, and format bibliographies. Once material has been input, it can be indexed, sorted, searched, and formatted into a number of different citation styles, including MLA and APA. Menu-driven and easy to learn, Pro-Cite is a useful tool for compiling lengthy research bibliographies or customized reading lists for classes.

For further information contact: D. Davidoff or R. Gadikian
telephone 6320 or 6312

VAX: VMS AND MAILING AROUND THE WORLD
1:30 p.m. - 4:00 p.m. January 9
Ketchum Hall 302

Electronic mail permits you to use the computer to send messages across the campus or across the country using BITNET, the world-wide college network. Learning the user friendly VMS operating system with the EDT full screen editor and extensive HELP system puts electronic mail at your fingertips.

For further information contact: Paul Reynolds
telephone 4611

BEGINNING SAS
1:30 p.m. - 4:00 p.m. January 10
Ketchum Hall 302

This session will introduce the basics of using SAS version 5 under VMS. SAS is a powerful system for statistical analysis and data manipulations. Some familiarity with Vax editing or attendance at VAX: VMS and Mailing Around the World on January 9 is a prerequisite.

For further information contact: Carl Backman
telephone 5411

USING SAS/ETS FOR FORECASTING
1:30 p.m. - 4:00 p.m. January 11
Ketchum Hall 302

The ETS module of SAS is designed for financial analysts dealing with business data in a time series, forecasting and building economic models. It is also used by Biologists for solving systems of equations. The Beginning SAS workshop is a prerequisite.

For further information contact: Fred Floss or Ted Byrley
telephone 4514 or 5120

INTRODUCTION TO A SPREADSHEET January 10
9:00 a.m. - 11:30 a.m. South Wing B-25

This session introduces a public domain spreadsheet, AS-EASY as 1 2 3, and the skills to use it. This Lotus-clone spreadsheet can be used for entering, modifying and printing of columnar information.

For further information contact: Fred Floss or Ted Byrley
telephone 4514 or 5120

PURCHASING A MICROCOMPUTER January 11
1:30 p.m. - 4:00 p.m. Twin Rise 208

This session is for people who are considering the purchase of a microcomputer. Information will be available about special purchase arrangements in existence for SUNY faculty, staff and students. Technical questions will be answered and recommendations for hardware and software will be offered.

For further information contact: Dan Mocciolo
telephone 6626

INTRODUCTION TO LANS January 12
9:00 a.m. - 11:30 a.m. Twin Rise 208

This introduction will address microcomputer networking and print sharing options. Example networks will be 3COM for IBM compatible microcomputers and printers and AppleTalk for MacIntosh and IBM compatible micros and computers.

For further information contact: Dan Mocciolo
telephone 6626

COURSE INPUT FORMS GENERATION
1:30 p.m. - 4:00 p.m. January 6
South Wing B-25

Learn to use menu driven system written on Dbase III to store each semester's course information to produce the Course Input Form. The person in each department responsible for producing the course schedule information should attend.

For further information contact: Paul Bardak
telephone 4611

BUILDING CAI INTO COURSES
9:00 a.m. - 11:30 a.m. January 11 & 12
Chase B-3

The Title III project has been able to respond to faculty who are interested in how the computer can move more effectively into the educational experience on the college level. This session will show you how computer assisted tutorial can have a very beneficial part in the overall effort to reach the greatest number of students through individualized instruction. Participants will learn the various ways in which simple authoring and word processing programs can be used to develop tutorial materials specifically related to their courses. On the second day faculty will have the opportunity to work on their own materials for computer application.

For further information contact: Wendy Paterson
telephone 4041

Captain's Table

CRITICAL THINKING
9:00 a.m. - 3:30 p.m. January 3
Twin Rise 104

What do we mean by critical thinking? How well is it practiced and how can we stimulate students to become more involved in its use? In this full day workshop you will explore the nature of critical thinking, its competitors and its problems. Exercises relevant to the practice of critical thinking in such areas as decision making will be reviewed. Following lunch (on your own) attention will be given to the application of critical thinking in your particular discipline.

For further information contact: George Hole
telephone 5136

SHOULD I GO BACK TO COLLEGE?
9:00 a.m. - 11:30 a.m. January 3
Twin Rise 200

Many Buffalo State College employees, like many other adults, are resuming or beginning a college education. This session is designed to answer the questions you may have about beginning or continuing a college education. Topics to be covered will include a survey and explanation of the college's academic programs, available support services for daytime and evening students; and the admissions, financial aid and registration processes. There will be ample time to answer questions and provide individual attention. Buffalo State College is committed to meeting the educational needs of its own employees as well as the adults in the community.

For further information contact: Roswell Park
telephone 5906

AUDIO-VISUAL EQUIPMENT-THE REAL SPARK IN YOUR PRESENTATION
9:00 a.m. - 11:30 a.m. January 4
CC 200

Want to put new life in your presentation? Learn first-hand about audio and visual equipment. Through lecture, demo and "hands-on" experience you will be introduced to a wide variety of audio and video services and equipment currently available for use by both faculty and staff.

For further information contact: Arthur Arent
telephone 4535

TALK OR COMMUNICATE
9:00 a.m. - 11:30 a.m. January 4
Twin Rise 203

Have you ever dreamed of captivating an audience and holding them in rapt attention while you deliver that important speech or significant lecture? It is not that difficult if you know and practice basic communication skills. We will discuss the impact on the audience of vocal delivery and how to add interest, dynamism and source credibility. Our focus will be on the significance of analyzing your audience and adapting your presentations to meet their needs.

For further information contact: Robert Elmes
telephone 6810

HOW TO DEAL WITH DISTRESSED STUDENTS
1:00 p.m. - 4:00 p.m. January 4, 5, 9, 10
Twin Rise 104

While most students cope with the demands of college life, for some the pressures can become overwhelming and unmanageable. The inability to cope effectively with emotional stress poses a serious threat to students' learning ability. This workshop will help participants assess difficult situations and distressed (e.g. depressed, angry, highly anxious, etc.) students. Practical and specific ideas and methods to use when confronted by students in distress will be presented. **Register for one day only**.

For more information contact: Joan McCool
telephone 4436

GRANTS - WHAT'S THE PROCESS?
9:00 a.m. - 12:00 p.m. January 6
Twin Rise 104

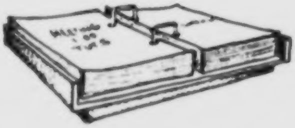
So you think you could use a Grant? This forum conducted by three successful grant writers will discuss the creative process of taking an idea and matching it with funding sources' priorities. Where does that idea come from? How can the funding sources be identified? Participants should come with ideas they would like to see funded. Funding possibilities will be explored during the session. If desired, participants may work on their idea with a mentor throughout the year.

For further information contact: Virginia Wyly
telephone 6027

MEETINGS: TIME WELL SPENT
10:00 a.m. - 12:00 p.m. January 9
Twin Rise 200

How many hours have you spent in meetings? How many of these were wasted? Learn the ingredients of an efficient and profitable meeting. The components for effective planning and conducting of meetings will be reviewed. Participants will be given information on constructing, conducting, and diagnosing meetings. The video, "Meetings, Bloody Meetings", will be viewed.

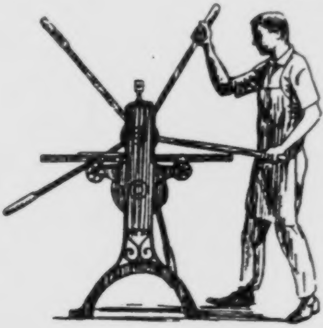
For further information contact: John Frederick
telephone 5533



HOW TO GET PUBLISHED
1:00 p.m. - 3:00 p.m. January 9
Ketchum Hall 328

A panel of editors including a publishing house editor, the editor of a scholarly journal and the editor of a more popular magazine will discuss what it takes to get your ideas in print. Each panelist will describe what they look for in a manuscript and how to ensure that a book length manuscript will be read.

For further information contact: James Grunebaum
telephone 4320



Anyone interested in scholarly writing may want to consider two sessions listed with computers on page 5. One is Wordstar 2000 for Research and Publications. The other is Pro-Cite, which is a tool for doing bibiographies.

STUDENTS WITH SKILLS DEFICIENCIES CAN LEARN, TOO!

9:00 a.m. - 11:30 a.m. January 10
Twin Rise 200

This practical workshop will discuss how to deal with students who have exhibited basic skills deficiencies. Suggestions for developing some out-of-class resources to help bridge the gap between students' entering behaviors and the knowledge base they are expected to learn in class will be presented.

For further information contact: Wendy Paterson
telephone 4041

MICROTEACHING: ENHANCING CLASSROOM EFFECTIVENESS

9:00 a.m. - 4:00 p.m. January 12
Twin Rise 202

Microteaching is a tool designed to increase effective teaching. Through videotape, faculty have an opportunity to "see themselves as others see them," which is not as awful as most of us fear! In this workshop small groups of faculty members will provide feedback to each other on the techniques and materials being used in simulated class presentations. This interaction will reinforce good teaching skills and help participants realistically identify areas for improvement. Microteaching sessions with peers are an enjoyable vehicle for discussing common problems and pleasures in the classroom. Both novices and experienced instructors will benefit from this session.

For further information contact: Nan Lund
telephone 5630

Entertainment Deck

BE A CLOWN
9:00 a.m. - 11:30 a.m. January 4
Twin Rise 104

The workshop will provide a brief overview of the history and philosophies of clowning, but most of the time will be devoted to hands-on experience with make-up and developing one's own clown persona. Movement, costumes, and use of props will also be addressed. Each participant will receive basic make-up supplies, for which a modest fee (under $5) will be charged.

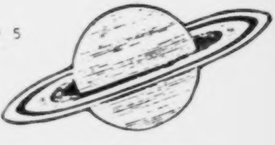
For further information contact: Lee Ann Grace
telephone 6326

BICYCLE REPAIR AND SAFETY
1:00 p.m. - 4:00 p.m. January 4, 5, & 6
Twin Rise 200

The Bicycle Repair and Safety workshop will be "geared" (no pun intended) toward educating the recreational/commuter cyclist about at-home maintenance techniques and safety methods. The current popularity of cycling as both a way of maintaining one's health and commuting means there are many people out there with questions like; "How do I fix this thing?" and "Am I riding efficiently?" These sessions will allow all participants to do some general maintenance on their bikes, as well as educate them on safety and riding techniques. Come and learn how to keep your cycle in "cruising" condition.

For further information contact: George Olmsted
telephone 6117

GALAXY GAZING
9:00 a.m. - 11:30 a.m. January 5
New Science 115



Can you imagine a star-filled night on deck in the Caribbean? Would you know what you see when you look into that beautiful sky? The patterns and movements of the stars and planets actually can tell a story. This show will give you the opportunity to observe the positions of night stars, the movement of the sun and make determinations about the direction of sunrise and sunset. Imagine, you and your "significant other" strolling on deck - the scene is set with a backdrop of twinkling lights and then the story begins to unfold.

For further information contact: Art Gielow
telephone 4911

BEGINNING PHOTOGRAPHY
9:00 a.m. - 12:00 p.m. January 9,10 & 11
CC Studios

A 35mm camera is a necessity for preserving some of those precious moments on a cruise or other vacations. In the first two sessions you will learn how the camera works and explore the techniques of perfect exposure and the proper selection of films. Session three will focus on composition, flash photography, auxiliary lenses and the use of filters. Participants will have approximately one hour at the end of each session to work with IR's professional photographers on individual applications and problem solving.

For further information contact: Phil Gerace
telephone 4221

BREAD WITH FRED
9:00 a.m. - 4:00 p.m. January 9
Moot Hall

Come on board for the finest cuisine. Only this time you're the chef. You'll learn how to bake bread with Chief Chef Fred. This all day session will provide you with the opportunity to get "hands-in" experience in creating the delightful texture, aroma and taste of fresh baked bread. During the morning session you will learn the skill of making and baking bread using the basic recipe and several variations. In the afternoon you will join your fellow bakers in tasting and enjoying the fruits of your labors. What a delicious way to spend a day!

For further information contact: Fred Chapman
telephone 6121

ROCKWELL ALIVE
1:00 p.m. - 4:00 p.m. January 10
Rockwell Hall 210

No cruise would be complete without a floor show. Join Steve Scott-Martin and the resident artists of Rockwell for much more than a tour. First, see a very live skit on booking a "simple" lecture for 40 or 50 people, followed by discussion. Then, see live performances/rehearsals of the Maelstrom Percussion Ensemble, Floorplay Contemporary Dance Theater and the Amherst Saxophone Quartet. You'll see Rockwell Hall is much more than just a beautiful building. It's an experience!

For further information contact: Steve Scott-Martin
telephone 3032

SING-A-LONG
1:00 p.m. - 4:00 p.m. January 10
Rockwell Hall 106

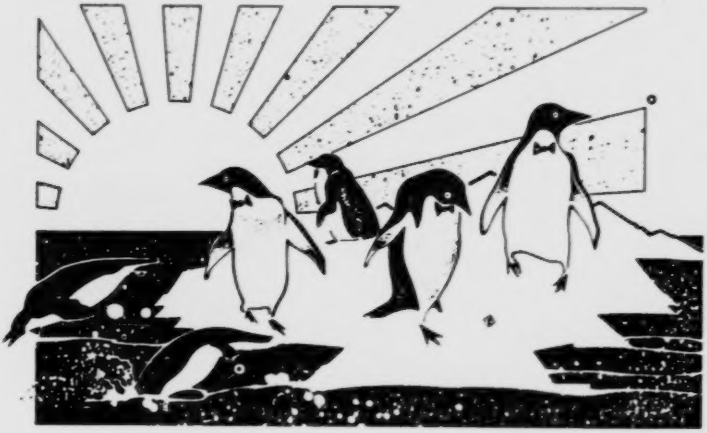
Like to sing? That makes you eligible to come and sing along with us as we get together to enjoy the fellowship of good music. No, you don't have to have performed on Broadway; the shower is good enough. We will find the music; you just have to find your notes. Everyone is encouraged to join in the fun begun last year. You won't want to miss this session.

For more information contact: Raymond Tymas Jones
telephone 6415

ICE FISHING IN WESTERN NEW YORK
9:00 a.m. - 11:30 a.m. January 12 & 13
Twin Rise 200

This is it, your chance to catch some of the best tasting fish this side of the Rockies. Your efforts could be rewarded with a catch of yellow perch, pan fish and maybe even a Yellow Pike ($7.00 per pound in the stores). You'll only go out on thick ice after being prepared through a lecture and demonstration which will cover baits, equipment and appropriate dress (remember the chill factor). After putting the "GONE FISHING" sign on the door, you'll head for Beaver Island Marina which offers some of the best action in this area. The day will end with a cook-out. Lessons on fish cleaning and filleting will accompany the meal, and you'll learn some "secret" recipes. One bite and you'll really be hooked on this sport. Buffalo winters may take on a whole new meaning.

For further information contact: Sam Lunetta
telephone 6332



Health & Fitness Deck

AEROBICS

4:00 p.m. - 5:00 p.m. January 3, 5, 10, 12
Houston Gym

Now is the time to think about getting your body into shape for that special vacation you've always dreamed about! Come, join us for an hour of toning and shaping. It could start you on your way to wearing that sleek bathing suit you wanted last summer but didn't dare. The class will consist of ten minutes of stretching and warmups, twenty minutes of low-impact aerobics, twenty minutes of abdominal, leg, and thigh work, followed by a ten minute cool-down stretch. So "cruise" on over to the gym and shape up so you can "ship" out!

For more information contact: Sandra Washington
telephone 6501

FUN WITH FITNESS

9:00 a.m. - 4:00 p.m. January 5
Houston Gym

If your idea of physical activity is walking from the last parking space on campus to your office, then the Physical Fitness Seminar is the way to go! This all day session will involve physical fitness assessment and active participation in a program of your choice. Start off your morning with an informational session by experts in the field. You will also be tested on different aspects of fitness including a personal health inventory. Take a break for lunch and then rev up your afternoon by participating in programs of weight training, flexibility and various aerobic activities. Come prepared to participate.

For further information contact: Donald Barr
telephone 6501

MOVE WITH EASE

9:00 a.m. - 11:30 a.m. January 12 & 13
Rockwell Hall 22

A two-day workshop designed to help you move with greater ease and efficiency. Borrowing on the work of Dr. Lulu Sweigard as applicable to the movement of dancers and actors, the participants will learn about relaxation, recoordination and the mind-body coordination process. Bring a thick towel or blanket and a belt to aid you in our constructive rest study and wear comfortable work-out clothes.

For further information contact: Myron Nadel
telephone 6401

VDT BURN OUT January 9
9:00 a.m. - 11:30 a.m. Twin Rise 202

The effects of lighting, workstation design, noise and radiation on VDT operators have become increasing occupational health concerns: Video Display Terminal Ergonomics. This session will address these items and provide "tips" for using VDT's to enhance the general working conditions of persons using video display equipment.

For further information contact: Dave Miller
telephone 6653

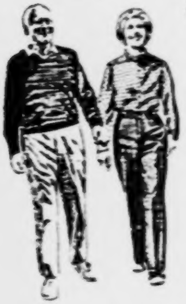
CAREGIVING: MORE PRACTICAL HELP FOR RELATIVES AND FRIENDS WHO CARE FOR AN ELDERLY PERSON January 10
Session I 9:00 a.m. - 12:00 p.m.
Session II 1:30 p.m. - 4:00 p.m.
New Science 213

Are you concerned about caring for an elderly parent, relative or friend now or in the future? Do you know what legal rights you have as a caregiver? Do you know what community resources could help you?

THE CAREGIVERS' WORKSHOP will expand on last year's session:

Session I: Financial and Legal Issues
- New Medicare Catastrophic Coverage
  - What does it mean? What has been expanded or cut back?
- Power of Attorney, Trusts, Conservatorship
  - When are they appropriate?
- Liability of the Caregiver

Session II: Available Services
- Review of services available
- What happens after you access services?
  - How do you decide services are needed?
  - How much care is needed? What is the role of the caregiver, the patient/client, the professional? How do you deal with the problems that arise with services?
- When is institutional care appropriate?
  - Who should be involved in this decision?



Time will be allowed for questions and answers in both sessions. Register for one or both sessions. Sponsored by the Personnel/Employee Relations Office and the Employee Assistance Program. Coordinated by the Medical Assistance Training Institute of the Center for the Development of Human Services.

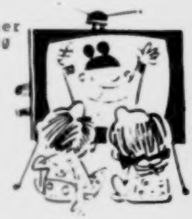
For further information contact: Susan Earshen
telephone 4821

WHO'S WATCHING THE KIDS

9:00 a.m. - 11:30 a.m. January 11
Twin Rise 200

Whether going on vacation or going to work, no parent needs to be told that good child care is important. Participants in this group will get answers to the WHO? WHAT? WHERE? and HOW? regarding this issue of child care. A spectrum of day care issues will be addressed including licensing regulations, criteria for day care decision-making and day care legislation. You will gain an overview of the status of local child care as well as the broader context. Participants will examine whether your children's needs are being met and will have an opportunity to share problems experienced in your quest for good care.

For further information contact: Nan Lund or Ramona Whitaker
telephone 5630 or 881-2800



Co-sponsored by
Center for Development of Human Services
and
The Women's Studies Interdisciplinary Unit

LONG TERM HEALTH CARE INSURANCE

2:00 p.m. - 3:30 p.m. January 11
Ketchum Hall 320

Long term health care, without proper planning, can shipwreck your dreams of a secure financial future. A one-hour session, presented by attorney Alan Vogt, President of Paramount Planning Group, will explore ways you can provide qualified long term health care for yourself and family members through adequate insurance coverage and knowledge of your options.

For further information contact: Sue Earshen
telephone 4821

STRESS IN THE WORKPLACE

9:00 a.m. - 11:30 p.m. January 12
Twin Rise 104

Participants will explore the nature of stress and some effective methods for dealing with it. A variety of approaches for stress management will be presented: relaxation procedures and techniques; cognitive restructuring; the establishment of personal support networks; and coping with work-related stress. Each individual will identify the sources of stress in his or her life and develop a plan for coping more effectively with these issues.

For further information contact: Ed Hattauer
telephone 4436

Landlubbers Deck

STARTING YOUR OWN SMALL BUSINESS

10:00 a.m. - 12:00 p.m.
January 3
Twin Rise 203

Successfully starting a business is for some the American dream. Susan McCartney, from the Small Business Development Center will assist you in taking a look at what it takes to be an entrepreneur and outline the proper way to get started. She will present the elements of a good business plan finishing with a discussion of ideas on how to market a small business.

For further information contact:
Susan McCartney
telephone 4030

PROPAGATION & CARE OF HOUSE PLANTS

9:00 a.m. - 12:00 p.m.
January 5
New Science 201

Back again by popular demand is Tom Mitchell, who will show and tell you how to care for plants that are found in the office and home. You will learn about insects and diseases that attack your plants and what to do about them. Bring samples of problems that you have in your home or office. Everyone will have a chance to propagate and work with some of the species by hands-on experience. Your office and home may begin to look like a tropical paradise.

For more information contact:
Tom Mitchell
telephone 875-6700

UNDERSTANDING REAL ESTATE

10:00 a.m. - 12:00 p.m. January 11
Twin Rise 203

Ready to put your financial feet on solid ground by buying the solid ground? To help you, Tom Hollander, Director of the Greater Buffalo Board of Realtors and President of Landmart Homes, can assist you in how to go about choosing a realtor. He will let you know what you can and should expect of realtors and answer your questions about buying or selling a home.

For further information contact: Sue Earshen
telephone 4821

LANDSCAPE MAINTENANCE AND THE HOME OWNER

1:00 p.m. - 4:00 p.m. January 5
New Science 272

You've made the buy of the century when you closed on that neat piece of real estate. Now is your chance to be the envy of the neighbors. In this afternoon session devoted to outside plants, you will learn landscape design principles, the culture of plants, and how to shop, choose, and care for plants. A video on landscapes in and around Buffalo illustrating both good and bad landscaping will be shown. Even if you attended last year's session, you may wish to register again and ask Tom all those questions that have surfaced during the past year.

For more information contact: Tom Mitchell
telephone 875-6700

WINTERIM IV
REGISTRATION INFORMATION

Please complete the registration form (next page). Clip and return it to the Office of Faculty/Staff Development, GC 415 by **DECEMBER 21st.**

You may choose one or more of the following sessions.
Some sessions will have limited availability;
send in your registration today!

SESSION TITLE	DATE	TIME
Critical Thinking	3	9:00 - 3:30
Intro. to MS-DOS (hard disk users)	3	9:00 - 4:00
Should I Go Back To College	3	9:00 -11:30
Starting Your Own Small Business	3	10:00 -12:00
Intro. to MS-DOS (2 foppy disk users)	3	1:30 - 4:00
Aerobics	3,5,10,12	4:00 - 5:00
AV Equipment - The Real Spark	4	9:00 -11:30
Be a Clown	4	9:00 -11:30
PC-Write	4	9:00 -11:30
Talk or Communicate	4	9:00 -11:30
Bicycle Repair and Safety	4,5,6	1:00 - 4:00
Distressed Students	4 or 5 or 9 or 10	1:00 - 4:00
Introduction to MacIntosh	4,5	1:30 - 4:00
Fun With Fitness	5	9:00 - 4:00
Galaxy Gazing	5	9:00 -11:30
Propagation/Care of House Plants	5	9:00 -12:00
Word Processing: WORDSTAR 2000	5,6	9:00 -11:30
Landscape Maintenance	5	1:00 - 4:00
Grants - What's the Process?	6	9:00 -12:00
Intro. to Pro-Cite	6	9:00 -11:00
Course Input Forms Generation	6	1:30 - 4:00
Beginning Photography	9,10,11	9:00 -12:00
Bread with Fred	9	9:00 - 4:00
VDT Burnout	9	9:00 -11:30
Word Perfect on MacIntosh	9,10	9:00 -11:30
Meetings: Time Well Spent	9	10:00 -12:00
How to Get Published	9	1:00 - 3:00
VAX: VMS and Mailing Around the World	9	1:30 - 4:00
WORDSTAR 2000 - Research/Publication	9,10	1:30 - 4:00
Caregiving	10	9:00 - 4:00
Introduction to a Spreadsheet	10	9:00 -11:30
Students w/ Skill Defic. Can Learn Too	10	9:00 -11:30
Rockwell Alive	10	1:00 - 4:00
Sing-A-Long	10	1:00 - 4:00
Beginning SAS	10	1:30 - 4:00
Building CAI Into Courses	11,12	9:00 -11:30
Who's Watching the Kids	11	9:00 -11:30
Understanding Real Estate	11	10:00 -12:00
Purchasing a Microcomputer	11	1:30 - 4:00
Using SAS/ETS for Forecasting	11	1:30 - 4:00
Long Term Care Health Insurance	11	2:00 - 3:30
Ice Fishing in Western New York	12,13	9:00 -11:30
Introduction to LANS	12	9:00 -11:30
Microteaching	12	9:00 - 4:00
Move with Ease	12,13	9:00 -11:30
Stress in the Workplace	12	9:00 -11:30

WINTERIM IV
REGISTRATION

NAME: ______________________________ DEPT: ______________________

TITLE: ____

OFFICE: ____________________________ TELEPHONE: _________________

CAMPUS OR BUSINESS: ____

Check One: Council 82____ CSEA____ MC____ UUP____ Off Campus____
Student _____ Employee Family _____

HOME ADDRESS: ____

____

Please register me in the following sessions:

____________________________ ____________________________

____________________________ ____________________________

____________________________ ____________________________

____________________________ ____________________________

For participants selecting a computer workshop, an alternative choice should be listed in the event that you can not be accommodated.

NOTE: **Don't forget to register members of your family for sessions of particular interest.** For family registrations, please attach a separate sheet giving the name, relationship and sessions attending.

****

REMEMBER: **Registration forms must be returned NO LATER than DECEMBER 21st to:**

Office of Faculty and Staff Development
Cleveland Hall 415
Buffalo State College
1300 Elmwood Avenue
Buffalo, New York 14222.

Your registration will be confirmed.

JOIN US!

BUFFALO STATE COLLEGE

Your Port of Call for

WINTERIM IV

January 3 — 13, 1989
Itinerary to follow

WINTERIM IV EVALUATION

We are very pleased that you were able to participate in Winterim IV and hope that you will take a few moments to respond to the following questions. Your response is important in assisting us to design programs that will continue to meet your specific needs and interests. **We want to hear from you!**

Sincerely,
Linda Pinkard Wendel B. Wickland

****

Check One: __C 82 __CSEA __MC __Faculty __Prof Staff __Family __Off Campus

DEPT: ______________________________

Number of years at Buffalo State (if appropriate): ____________

****

1. What session(s) would you like to see repeated or included in future programs?

2. What suggestions would you recommend to improve the Winterim Program?

3. Would you be interested in **being a presenter** in the Winterim Program?

YES **NO**

4. If **YES,** please print your name and telephone number and indicate the type of session you would be interested in presenting?

5. Did the session(s) you attended meet your expectations?

(List the name of each session and record, in the column marked **EXPECTATION,** the number that best describes your overall reaction.)

not at all	just a little	some	a moderate amount	quite a bit	a great deal
1	2	3	4	5	6

SESSION	**EXPECTATION**
______________________________	______
______________________________	______
______________________________	______
______________________________	______

If a particular session did not meet your expectations, please explain:

____

****

WE REALLY WANT TO HEAR FROM YOU!!

This is **YOUR** opportunity to critique this year's performances of Winterim IV. Your reactions to the program are very important to us. We hope that, in the space provided, you will comment freely about your experiences as a participant.

Please return this evaluation to Linda Pinkard
Office of Faculty/Staff Development
GC 415 by JANUARY 20, 1989

WINTERIM IV PRESENTERS EVALUATION

Name:____

1. Did you consider your Winterim presentation to be successful?
   ____Yes ____No

2. What problems, if any, did you encounter in the implementation or presentation of your session?

3. Other than the Winterim brochure, was there any advertising or promotion done for your session? ____Yes ____No
   If "Yes", what was done? (Attach a sample if possible.)

4. Of those registered for your session, approximately what percentage did attend? _____%

5. Would you be interested in:
   ____ presenting the same session next year?
   ____ presenting a different format of the same session?
   ____ presenting a different session? (Indicate the subject)

6. Were the snacks appropriate? ____Yes ____No
   Do you recommend continuing to have snack breaks? ____Yes ____No

7. Will you be conducting any sessions this semester as a continuation or a result of your Winterim presentation?
   ____Yes ____No If "Yes", please list?

8. Please use this space to offer suggestions to improve Winterim or for additional comments pertaining to Winterim.

WINTERIM IV

Winterim IV was held from January 3-13, 1989. As part of a continuing program of faculty and staff development, Winterim is sponsored by the Faculty and Staff Development Advisory Council, the Office of Faculty and Staff Development and the offices of the President and the Vice President for Academic Affairs. Major funding was provided by the Faculty Student Association.

The objective for Winterim IV was to offer a wide variety of sessions primarily for the professional and personal growth of the faculty and staff of Buffalo State College. Some of the offerings were sessions repeated by request from last year, while others were new topics or sessions presented in different formats. It took the cooperation and dedication of many individuals and offices in planning and managing Winterim IV. Changes in the planning of refreshments with the College Food Services and earlier involvement of Instructional Resources were distinct improvements this year. Earlier and greater involvement of the Winterim Committee as well as another year of experience were also advantageous. However, the success of Winterim IV, as with past programs, was most notably the result of the spirit and cooperation among the planners, presenters and participants.

A. COMMITTEE

1. Members representing various campus constituencies

   Debbie Blair, CSEA
   Mary Ann Meyer, Computing Service
   Kathy Moran, Office of Academic Affairs
   Myron Nadel, Faculty of Arts and Humanities
   Frank Pascarella, Faculty of Natural & Social Science
   Linda Pinkard, Coordinator of Winterim IV
   Dennis Ponton, Faculty of Applied Science & Education
   Kate Wallace, Office of Students Affairs
   Wendel Wickland, Coordinator of Faculty and Staff Development

   With a committee composed of individuals with enthusiasm for faculty and staff development, a willingness to work and some imagination and creativity, it was our intent to delegate various responsibilities for committee members to carry out while the administrative details and overall coordination would be handled by the Special Programs Office.

2. Committee Activities

   a) Selection of a "Decorator" Theme

   Several good ideas were discussed before deciding on a cruise theme. Committee members thought that the idea of the tropics, warm breezes and sailing aboard a cruise ship would certainly boost anyone's spirits (if they needed a boost) in January immediately following the holidays.

b) Oversight of Session Areas and Presenters

The committee members were assigned an area of responsibility to develop. The areas were:

Computer
Instruction
Health
Practical
Fun

c) Assistance with Checking the Rooms and the Food Arrangements each Day

B. PLANNING

1. Session Proposals

A request for Winterim proposals was not published in the College Bulletin this year. We felt we had a sufficient number of offers from which to select this year's Winterim sessions.

We reviewed last year's evaluations completed by participants and presenters. Requests for repeating sessions were taken into consideration and individuals were contacted to see if they were willing to repeat a session they had conducted last year either in the same or a different format. Fourteen sessions were repeats of Winterim III.

New topics suggested in the evaluations were also explored as well as some fresh ideas offered by committee members. Committee members searched for prospective leaders who might be qualified and willing to conduct a session. We were successful in getting individuals for all suggested topics. Contacts were made with prospective session leaders in early June. We wanted to initiate contact with on-campus people, especially faculty, before the semester break and summer vacations. We developed a proposal form so that proposals received were in the same format.

2. Fliers

Bright yellow has been the color that all of us identify with Winterim, and it was maintained for this year. A flier was developed in response to numerous inquiries about Winterim. It served as an announcement for the upcoming Winterim brochure which described all sessions being offered. The flier carried the cruise theme and the Winterim dates simply stating BUFFALO STATE YOUR PORT OF CALL FOR WINTERIM IV. The flier is a teaser to put Winterim in the minds of prospective participants informing them of the dates for the program.

C. BROCHURES

1. Layout

Graphics for the brochures were selected by the Special Programs staff and Bob Wild in Instructional Resources. We attempted to use graphics that continued our cruise theme while depicting the various session topics. We also wanted to add some humor in the pictures where appropriate. Winterim continues to be a serious development program but also a time of fun. Clip art and cartoon characters help set a mood for the sessions.

Once the graphics were selected we were able to do a mock up of the entire brochure including the description of each session to be offered. This also enabled us to know the number of pages required for the brochure which allowed us to estimate the amount of paper we would need to order.

The Instructional Resources staff was instrumental in inserting the graphics for the brochure in a timely fashion after the layout was done by the Special Programs staff. The Quick Copy staff in turn did an excellent job in getting the copying done. While machine folding made a nicer crease than hand-folding, it still required collating six pages for each brochure. Either method required several hours of manual labor. Joanne, the secretary in the office directed the assembly process soliciting the aid of work study students and two NSE students to hand fold all pages of the brochure as well as attach mailing labels.

2. Narratives

Committee members made the final selection of sessions to be offered. Members did a draft of the session descriptions for the brochure. Where possible the "cruise" theme was interjected. Special Programs staff edited and arranged spacing of the narratives for layout. There were several proposals that were turned down for this year either for lack of room or because they would given a disproportionate emphasis to an area.

3. Distribution

On December 10, Winterim brochures were distributed to all departments on campus. Mailings went to members of the College Council, area retirees of SUCB and to key personnel at all WNY colleges. This year we included CSEA agencies and non-traditional students as well as Commuter Services to reach our local students.

D. REGISTRATIONS

1. Number of individual registrations -

There were 352 individuals who registered for the 46 different sessions which averaged more than two separate sessions for each participant. Since some of the sessions were more than one day, 854 participant days were involved for Winterim IV.

2. Breakdown -
Individuals registering for any session were asked to identify their employment area or affiliation with the college. The breakdown of registrations is as follows:

a) UUP - 169
b) CSEA - 93
c) OFF CAMPUS - 41
d) FAMILY - 28
e) STUDENTS - 11
f) MC - 6
g) PEF - 3
h) C82 - 1

3. Over enrolled sessions -
Although additional computer sessions were offered this year, there were two sessions that had more individuals register than could be accommodated. We arranged with Computing Services to offer these sessions again at a later date for those who could not be accommodated during Winterim. Those individuals were notified in writing of the alternate workshops scheduled for February and were assigned to the session. The workshops with over enrollments were Introduction to the MacIntosh and Word Perfect on MacIntosh. An aerobics program is continuing for the spring semester sponsored by HPER Dept. and EAP. Art Gielow is offering another "cruise aboard the BSC Ferguson" (Galaxy Gazing) in April. Joan McCool is offering a one day session of Dealing with Distressed students for the individuals in key offices who had prior commitments during Winterim. The canceled session Who's Watching the Kids may be offered this spring.

4. Under enrolled sessions -
Two sessions were canceled because of low enrollments (less than five registrations). Before canceling we discussed the low enrollments with the presenters and encouraged them to present their session. However, they felt that their sessions should not take place at that time. Each presenter did express a willingness to offer the session or different format at next year's Winterim if enough interest is generated. Sessions canceled were Meetings: Time Well Spent and Who's Watching the Kids. It should be noted that four other sessions had low registration, and the presenters carried on successfully with few participants. Two days of aerobics were canceled because of instructor illness; the second day of Ice Fishing was canceled because of warm weather. (January in Buffalo and NO ICE!)

5. Confirmations to registrants
All other sessions were able to accommodate the number of registrations, and each person was sent a confirmation of his/her registration(s).

E. IMPLEMENTATION

1. Proposal for funding
   A proposal was submitted to FSA to assist in funding Winterim IV. We were awarded $1,000.

2. Space Management
   Special Programs staff selected rooms to be used for sessions with the exception of the computer workshops. In a few instances the presenters requested a specific location which we tried to honor. Space Management reserved most of the rooms. Use of the Butler Library, Houston Gym, Twin Rise 104 and Rockwell Hall had to be confirmed by administration in those buildings.

3. Maintenance/ Public Safety
   Once room reservations were confirmed in writing Maintenance and Public Safety were notified that these sites would be used during the Winterim period and asked that all locations be clean, properly heated and main doors as well as specific room doors be accessible to the participants. This was done in most cases. However, Public Safety voiced concern with the number of doors needing to be unlocked and their limited manpower. There were a few instances when a cleaner in a building had to be located to open locked doors.

4. Food Service
   a) Menu
      We offered suggestions to Barb Coyle but delegated to her the responsibility of planning our snack breaks to be appetizing, adequate and appropriate for the group(s) being served. We had a good selection of snacks for the morning break while keeping the cost very reasonable. We decided that all afternoon breaks would be served soft drinks and juices. Snack items for the morning breaks consisted of donut holes, assortment of fruit, mini danish, elfin loaves and muffins along with coffee service. A variety of pastries and/or fruit were served each day.

   b) Cost
      We placed a limit on the amount of money to be spent and had Barb order food within that budget. The total cost for morning and afternoon breaks for all sessions over the eight day period was $592.15. It should be noted that we were charged for consumption only for the canned beverages. No snacks were served on the last day because of the nature of the sessions.

   c) Ordering
      We provided Barb Coyle with a complete breakdown of the numbers to be served, the locations for each set-up and the time to be catered. All sites were served the same menu on the same days except Fun with Fitness and Bread with Fred, which were served only fruit and beverages.

d) Funding
The Faculty/Student Association grant money covered the cost of the food.

5. Signs and Directions
Special Programs staff was responsible for posting signs and directions in the various buildings where the sessions were being held. We used the cruise theme and yellow color scheme with these signs. Also, bright orange direction arrows were readily visible to Winterim participants to locate the right rooms.

6. Sessions were conducted in a variety of ways including the following:
   - a) Panel
   - b) Group involvement
   - c) Hands-on (Lab experience)

Lengths of sessions ranged from 2 hours to 4 days. We offered 46 workshops with 63 sessions over a 9 day period.

- d) Sessions were conducted in different time frames
  - 1) Two Hour Sessions
    - a. Starting Your Own Business
    - b. Understanding Real Estate
    - c. Long Term Insurance
  - 2) Half Day Sessions
    - a. Back to College
    - b. MS-DOS (floppy)
    - c. AV Equipment
    - d. Be a Clown
    - e. PC-Write
    - f. Talk or Communicate
    - g. Galaxy Gazing
    - h. Care of House Plants
    - i. Landscape Maintenance
    - j. Grants
    - k. Pro-Cite
    - l. Course Input Forms Generation
    - m. VDT Burnout
    - n. How to Get Published
    - o. VAX
    - p. Intro to a Spreadsheet
    - q. Student with Skills Deficiencies
    - r. Rockwell Tour
    - s. Sing-A-Long
    - t. SAS
    - u. Purchasing a Microcomputer
    - v. SAS/Forecasting
    - w. LANS
    - x. Stress in the Workplace

3) Full Day Sessions
   a. Critical Thinking
   b. Fun with Fitness
   c. Bread with Fred
   d. Microteaching
   e. Caregiving: Financial, Legal and Services
   f. MS-DOS (hard)
4) Two or Three Day Sessions
   a. Wordstar 2000 - Word Processing
   b. Photography
   c. Ice Fishing
   d. Introduction to MacIntosh
   e. Wordstar 2000 - Research
   f. CAI
   g. Move with Ease
   h. Aerobics
   i. Bicycle Repair
   j. Dealing with Distressed Students
   k. Word Perfect on MacIntosh
5) Canceled Session because of Low Registration
   a. Meetings: Time Well Spent
   b. Who's Watching the Kids

NOTE: AV Equipment which was canceled for Winterim III was a popular session this year. Galaxy Gazing with a registration of three last year had a record 25 registrants for Winterim IV.

7. Session Support

Forty-five individuals volunteered their time and expertise to be presenters or panel members for the sessions. Twenty-five were staff (professional and/or CSEA), fourteen faculty members and six were off campus individuals. In several sessions workshop leaders used audio visual equipment. The presenters were asked to include equipment needs in their proposal. In most locations Instructional Resources arranged for the delivery and return of equipment. Our office provided a list of equipment needs, date, time and location to Art Arent in Instructional Resources who coordinated this. This was a great time saver for our staff and committee since Art met this need.

F. EVALUATION

Evaluation forms were given to presenters to hand out to participants at the end of their sessions. (Some presenters forgot to hand out forms.) They could either complete it and return it to the presenter or mail it in to the Office of Special Programs. We received ninety-one of the participants' evaluation responses. Presenters were also asked to evaluate their session. Twenty-five of the presenters responded or sent notes or memos about their sessions.

1. Participant comments

The responses from the participants were for the most part positive. Most seemed to be pleased with the presenters and felt they were well prepared and knowledgeable in the area presented. They liked the hands-on experience some sessions offered and felt the interaction allowed in other sessions enhanced the subjects being discussed. On a scale of 1-6 all sessions received ratings of 4-5-6. Some people expressed a desire for sessions to be longer (such as additional half day sessions); however, the majority of registrants preferred the half day sessions to full day sessions. The snack breaks were well received as an opportunity to interact with colleagues and meet new people from on and off campus. Although the menu of snacks was good, several people stated it was not enough for the number of people partaking of the refreshments. From all categories of participants the recurring request was for more computer sessions. One participant stated she has been closed out of a computer workshop for two years. Students, family members, retirees and off campus people expressed overall satisfaction with the sessions and stated that it was a nice way to meet others on campus and from the community. We received some nice notes from other area college representatives thanking us for extending this to their campuses. One retiree wrote that it was especially nice since it was "Free". A few complained that their confirmation letters were sent to campus rather than home addresses, and they were not on campus during the break.

2. Presenters comments
The consensus of the presenters was that their sessions were successful and 20 of the 25 who responded were willing to present a session again. The problems they encountered were that the had not enough time for a session, a few had low attendance and others had individuals attending who had not registered. Of the 25 who responded to the evaluation, 15 sessions had a 90 percent or better attendance of registered participants, 5 had a 75 percent or better attendance and the remainder had 25-60 percent attendance. Although most of the computer session leaders did not respond to the evaluation request, we know that most had 90-100 percent attendances when we stopped in on the session each day. Five session leaders did some type of individual promotion of their session. This was either a notice in a campus publication or targeted mailings or telephone calls. Everyone liked the snack breaks and felt it helped their session. Weather was not a major factor this year, but several people had to cancel a session due to sickness. One room in Twin Rise was too warm, and the temperature could not be adjusted adequately.

3. Outcomes
   a) Data retrieved from the evaluations shows that twenty presenters from Winterim IV stated a willingness to present their session at a future Winterim. Ten of those are Buffalo State faculty or staff.

   b) Six participants volunteered to present a topic next year.

   c) Of the 46 sessions offered this year, participants requested repeating 24 of them for the future.

d) The question of what they would like to have offered at future Winterims brought 35 newly suggested topics. These topics range from computers to professional growth to practical and fun sessions.

G. STAFF RECOMMENDATIONS

Below is a list of recommendations made after Winterim III (1988). Our committee and Special Programs staff accepted those recommendations as goals and objectives for 1989 Winterim IV.

1. Begin planning earlier
2. Utilize the Winterim Committee more
3. Encourage more staff to be presenters as well as continuing to get more faculty involved
4. Continue to offer sessions that are of interest and beneficial to the participants
5. Include a variety of sessions covering topics of professional growth as well as "just for fun" things
6. Review all suggestions offered for new topics and begin to explore the feasibility of those topics
7. Contact all individuals who stated they would be interested in being presenters next time
8. Meet with Computing Services staff to work out details of offering different levels of workshops for novices and for those who are computer literate
9. Develop a better procedure for participants confirming their attendance and actually attending.
10. Continue to make Winterim a rousing success each year!

As we evaluate Winterim IV, it appears with the exception of number 9 all goals were met.

H. PROBLEMS

Winterim ran from January 3-13. Although classes did not resume until the 17th, we did conflict with Orientation and Registration during the last three days.

Maintenance (cleaners) were instructed to tear down all signs in buildings during the break which presented a problem for us putting up directional signs.

I. OTHER RELEVANT COMMENTS

All presenters were sent letters of thanks from Wendel Wickland and Linda Pinkard. Their immediate supervisor, Dean and Vice President were copied. Certificates of Appreciation have been presented to each person who conducted a session and to the Winterim Committee. Relevant materials concerning Winterim IV are stored on computer disc housed in the Special Programs Office.

Three members will not be able to serve on the Winterim V committee. We are in the process of replacing them with representatives from their faculty areas so that the committee remains representative of the campus as a whole. The committee will reconvene this spring to begin planning for Winterim V.